

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING AGENDA

Thursday, February 14, 2013, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-8:00pm (longer if necessary)

1. Fire department operations meeting.

- a. Roll call.
- b. **Chief's Report:** Chief Williams will present a written report of fire department operations.
- c. **Review and discussion of chief's report.**
- d. **Other fire department business.**
- e. **Adjournment.**

8:00pm (approximately - begins at completion of operations meeting)

2. Board of Directors business meeting call to order and determination of a quorum:

3. Public communication to the Board: An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.

4. Items for Board consideration and possible action:

- a. **Fire department personnel:** The Board will review recommendations by the chief for acceptance of volunteer firefighter applicant(s) for employment, appointment of probationary volunteer firefighter(s) to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
- b. **FY 2012-2013 budget review and revision:** The Board will review recommended changes to the FY 2012-2013 budget. The board may vote to add, change, modify or adjust amounts of items in the budget.
- c. **Procurement policy revisions:** The board will review and discuss proposed revisions to the district procurement policy. Policy revisions to be presented for adoption at the March 14, 2013 regular business meeting.
- d. **Bylaws revisions:** The board will review and discuss proposed revisions to the district bylaws. Bylaws revisions to be presented for adoption at the March 14, 2013 regular business meeting.
- e. **Increase in Bookkeeper tasks:** The board will review and discuss a proposal to add to the duties of the district bookkeeper.
- f. **Board Clerk:** The board will review and discuss a proposed creation of the position of Board Clerk to assist in the fulfillment of the district's legal and clerical duties and obligations.

5. Previous meeting minutes: Minutes of the January 10, 2013 regular business meeting and the January 23, 2013 special evaluation meeting will be approved and/or revised and approved. Appended minutes of the December 13, 2013 will also be submitted for approval.

6. Board Correspondence: A report of correspondence to and from the Board since the previous business meeting will be presented.

7. Financial report: Current financial statements for the District will be presented.

8. Committee reports:

- a. **New fire station committee.**

9. Directors' discussion: Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.

- a. **Duties of board members.**

- b. **LAFCO Municipal Service Review.**

- c. **AB2298** – District liability for firefighter POV response.

10. Next scheduled regular business meeting: Thursday, March 14, 2013, 7:00 pm.

11. Adjournment:

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Board in writing at P.O. Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.

AT

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

\$20/ticket
Propose raffling jetski

BUSINESS MEETING AGENDA

Thursday, February 14, 2013, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-8:00pm (longer if necessary)

7:02p

Erica - BBB July 13

est cost

\$3200 +
meat

1. Fire department operations meeting.

- a. Roll call.
- b. Chief's Report: Chief Williams will present a written report of fire department operations.
- c. Review and discussion of chief's report.
- d. Other fire department business.
- e. Adjournment.

Sam - investigating Amb over radio protocol - designators

8:00pm (approximately - begins at completion of operations meeting)

8:45p

2. Board of Directors business meeting call to order and determination of a quorum:

3. Public communication to the Board: An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.

4. Items for Board consideration and possible action:

- a. Fire department personnel: The Board will review recommendations by the chief for acceptance of volunteer firefighter applicant(s) for employment, appointment of probationary volunteer firefighter(s) to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
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Jeff Hinder
Karl
Nachreiner

Rich

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tabled

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7. Financial report: Current financial statements for the District will be presented.

8. Committee reports:

a. New fire station committee.

9. Directors' discussion: Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.

a. Duties of board members.

b. LAFCO Municipal Service Review.

c. AB2298 - District liability for firefighter POV response.

tender?
woods mgmt - contributions
Ted talking

10. Next scheduled regular business meeting: Thursday, March 14, 2013, 7:00 pm.

11. Adjournment:

10:30p

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Fire Chief's Report, 14 February, 2013, by Ted Williams

• Applications received

- ~~Ben Feinburgh (approved, subject to board review)~~
- Jeff Anderson (approved, subject to board review)

• Resignations

- Dave Ayster (moved out of district, all equipment returned)
- Adam Matthews (unable to meet minimum attendance, Adam committed to returning all district equipment by 02/14/2013)

• Incident Log

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, January 10th and today, February 14th, we were dispatched and responded to eighteen incidents consisting of 14 medical aids, 2 traffic collision and 1 propane / hazard condition, 1 structure fire (mutual aid, Mendocino), 1 suspected carbon monoxide structure extrication.

- **2013000319 01/12/2013 11:28**

- MEDICAL, ALPHA; 4340 N HWY 1 ,LITR
- Ted Williams
- Andrea Pennebaker
- Jaime Placido (staged at work party)
- Brad Montgomery (staged at work party)
- Steve Wolfe (staged at work party)
- Debbie Wolfe (staged at work party)
- Marshall Brown
- Scott Roat
- Margaret Harris
- cancelled incoming
- Guy Casey cancelled
- Sam Levine (8130) cancelled

- **2013000338 01/13/2013 11:38**

- MEDICAL, CHARLIE; 3201 ALBION RIDGE RD ,ALBI
- Ted Williams (8130)
- Jaime Placido
- Marshall Brown (IC)
- Guy Casey
- Brad Montgomery
- Emily Scott
- John Crowningshield
- Andrew Crowningshield
- Andrea Pennebaker (Med Group)
- cancelled incoming

- **2013000379 01/15/13 23:17**

- MEDICAL, ALPHA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
- Guy Casey (Med Group)
- Margaret Harris
- Andrew Crowningshield (R8132)

- John Crowningshield
- Ted Williams
- Marshall Brown
- Scott Roat
- Jamie Placido (Canceled)
- Brad Montgomery (E8165)
- Canceled Incoming
- **2013000384 1/16/13 04:47**
 - Hazardous condition propane; 32900 Middle Ridge Road
 - Ted Williams
 - Marshall Brown (8162)
 - Jaime Placido
 - Margaret Harris
 - Brad Montgomery (8163)
 - Michael Rees (8131)
 - Canceled Incoming...
 - Guy Casey Canceled
 - John Oakley
- **2013000426 1/16/13 17:50**
 - MEDICAL, DELTA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Guy Casey (R8130 MedGroup)
 - Andrew Crowningshield (R8132)
 - Ted Williams (IC)
 - John Crowningshield
 - Jaime Placido
 - Cancelled Incoming
 - Brad Montgomery (E8165)
 - Margaret Harris
 - Scott Roat
 - John Oakley
- **2013000479 1/18/13 21:18**
 - Medical Delta 43300 Little River Airport RD. Lodge
 - Sam Levine (IC, MedGrp)
 - Margaret Harris
 - Scott Roat
 - Ted Williams
 - Andrew Crowningshield (8132)
 - Brad Montgomery (8130)
 - Emily Scott
 - Guy Casey
 - Marshal Brown
 - John Oakley
- **2013000487 1/19/13 13:08**
 - Mutual Aid to Mendocino Fire- residential structure fire
 - 40901 Comptche-Ukiah Road

- Marshal Brown (8162)
- Ted Williams
- Andrew Crowningshield
- John Crowningshield
- Brad Montgomery (8192)
- Jaime Placido
- Andrea Pennebaker
- Michael Rees (8131)
- Tim Gitchel
- Guy Casey
- John Oakley
- **2013000550 1/22/13 14:02**
 - MEDICAL, BRAVO; 49350 ANDIRON RD, LITTLE RIVER
 - Guy Casey (R8132)
 - Ted Williams
 - Michael Rees
 - Sam Levine (Medgroup)
 - Scott Roat (IC)
- **2013000615 01/26/2013 14:28**
 - MEDICAL, ALPHA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR space 31
 - Brad Montgomery (IC, 8132)
 - Sam Levine (Med Grp)
 - Jeff Anderson
 - Ted Williams
 - Marshall Brown
 - Guy Casey
 - cancelled incoming
- **2013000619 01/26/2013 1639**
 - MEDICAL, BRAVO
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR, space 31
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Ted Williams
 - Guy Casey
 - Jason Hendricks (8130)
 - Marshall Brown
 - Scott Roat
 - cancelled incoming
- **2013000638 01/27/2013 1424**
 - MEDICAL, DELTA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE ,LITR
 - Mendocino Fire dispatched by mistake; HF corrected
 - Incident upgraded from Charlie to Delta on second dispatch
 - Ted Williams
 - Scott Roat

- Sam Levine (Med Grp)
- John Crowningshield (8132)
- Guy Casey
- Marshall Brown (IC)
- Jeff Anderson
- Cancelled incoming
- Jason Hendricks
- **2013000638 01/28/13 03:06**
 - MEDICAL, ALPHA, 30300 NAVARRO RIDGE RD
 - Guy Casey (R8130 MedGroup)
 - Ted Williams (IC)
 - Marshall Brown
 - John Crowningshield
 - Jeff Anderson
 - Michael Rees
 - Brad Montgomery
 - Jaime Placido
 - Andrea Pennebaker
- **2013000804 02/02/13 22:24**
 - MEDICAL/TC, ALBION LITTLE RIVER RD/LITTLE RIVER AIRPORT RD, LTR
 - Vehicle Abandoned, Driver Contacted & AMA
 - Ted Williams 8162
 - Tim Gitchel
 - Brad Montgomery 8130 (IC)
 - Jason Hendricks
 - Margaret Harris
 - Andrea Pennebaker
 - Sam Levine (cancelled)
- **2013000810 02/03/13 08:44**
 - MEDICAL, CHARLIE,
 - LITR, THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Brad Montgomery
 - Andrea Pennebaker
 - Margaret Harris
 - Jaime Placido 8132
 - Ted Williams (cancelled)
- **2013000996 02/09/13 08:50**
 - MEDICAL, CHARLIE,
 - LITR, THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Brad Montgomery
 - Andrea Pennebaker

- Margaret Harris
- Jaime Placido
- Ted Williams
- Marshall Brown (8130?)
- Guy Casey (8165)
- Tim Gitchel
- **2013001044 2/11/13 13:13**
 - Med Alpha 44635 LR Airport rd.
 - Brad Montgomery (IC)
 - Sam Levine (medgroup)
 - Ted Williams
 - Guy Casey
 - John Oakley (8130)
 - Joe Goforth (cancelled)
 - Jeff Anderson
 - Cancelled incoming
- **2013001050 2/11/13 16:18**
 - Med Bravo/interior search and rescue
 - Ted Williams (IC)
 - Guy Casey (8130 MedGroup)
 - Brad Montgomery (8162)
 - Marshall Brown
 - Debbi Wolfe
 - Steve Wolfe
 - Scott Roat
 - Jeff Anderson
 - Michael Rees
 - Joe Goforth
 - Josh Smith
 - Jason Hendricks (cancelled)
 - Cancelled incoming
- **NO MEU 02/12/2013 21:15**
 - Commercial structure fire, Healdsburg
 - Scott Roat
- **2013001104 2/13/13 21:28**
 - Med Delta 43300 LR Airport Rd. Lodge
 - Jeff Anderson
 - Sam Levine
 - Jaime Placido
 - Ted Williams
 - Guy Casey (8130)
 - Margaret Harris
 - Brad Montgomery
 - Marshal Brown (8132)
 - Josh Smith
 - Scott Roat

- Cancelled incoming
- **2013001105 2/14/13 12:24**
 - Traffic collision Albion Ridge Rd. 3 miles east of Middle Ridge Rd
 - Andrea Pennebaker
 - Josh Smith
 - Marshal Brown (IC)
 - Ted Williams (8162)
 - John Oakley (8130)
 - Margaret Harris
 - Michael Rees (8131-cancelled)
 - Jaime Placido
 - Brad Montgomery
 - Joe Goforth
 - Tim Gitchel
 - Guy Casey
 - Cancelled incoming

Training Completed:

- **01/10/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Micheal Rees, Emily Scott, Debbi Wolfe
- **01/12/2013 – Station 813 Cleanup – Station 813 ALRFPD**
 - Marshall Brown, Margaret Harris, Sam Levine, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Ted Williams, Debbi Wolfe, Steve Wolfe
- **01/15/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbie Wolfe.
- **01/17/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Pennebaker, Jaime Placido, Michael Rees
- **01/17/2013 – Traffic Operations – Scott Roat – Station 810 ALRFPD (2 Hours)**
 - Jeff Anderson, Michael Brown, Margaret Harris, Brad Montgomery, Scott Roat, Ted Williams, Steve Wolfe
- **01/19/2013 – ALRFPD Water Rescue – Tim Gitchel – Station 810 ALRFPD**
 - Marshall Brown, Tim Gitchel, Andrea Pennebaker, Harolde Searles
- **01/22/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **01/24/2013 – SCBA Intro – Marshall Brown – Station 810 ALRFPD**
 - Jeff Anderson, Marshall Brown, Ben Feinburgh, Tim Gitchel, Brad Montgomery, Scott Roat, Harolde Searles, Josh Smith, Ted Williams
- **01/24/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **01/29/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott

- **01/31/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott
- **01/31/2013 – SCBA RIC Intro – Brown, Gitchel. - Station 811 ALRFPD**
 - Jeff Anderson, Marshall Brown, Tim Gitchel, Brad Montgomery, Scott Roat, Josh Smith, Ted Williams
- **02/02/2013 – ALRFPD Water Rescue – Tim Gitchel – Station 810 ALRFPD**
 - Jeff Anderson, Marshall Brown, Tim Gitchel, Andrea Pennebaker
- **02/05/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **02/07/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **02/07/2013 – SCBA RIC Drills – Brown, Peakall, Gitchel - Station 811**
 - Jeff Anderson, Marshall Brown, Ben Feinburgh, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Brad Montgomery, Jonathan Peakall, Scott Roat, Josh Smith, Ted Williams, Steve Wolfe
- **02/09/2013 - SCBA RIC Drills - Brown, A. Crowningshield, Gitchel - 811 (7 hours)**
 - Jeff Anderson, Marshall Brown, Guy Casey, Andrew Crowningshield, Ben Feinburgh, Tim Gitchel, Joe Goforth, Sam Levine, Brad Montgomery, John Oakley, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Harolde Searles, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe
- **02/12/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Awaiting Numbers from Guy.
- **Development**
 - SCBA compressor final assembly and testing completed. The compressor has been put to use at two training sessions.
- **Station Maintenance**
 - Firefighters cleaned station 813 of all trash (approximately two pickup truck loads) and building construction supplies, leveled gravel floor, cleaned roof of tree debris, limbed overhanging trees, graded road with box scraper and spread gravel.
 - Custom blinds purchased and installed at station 811 (Brad)
 - Lights at 812 fixed (Sam)
 - Security light bulbs replaced at 811
 - Station (small engine) fuel has been replenished
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Plumbing parts for fixing the inlet side of 8165 have been acquired, but it is on back burner behind SCBA compressor mounting project. The plumbing will use welded fittings for smoother flow and perfected fit up. It will use 2" schedule 40 mild steel "black pipe".
 - **Rescue 8132**
 - Ignition switch replaced, fuel tank selector switch repaired, missing belt replaced.

- **Jet Ski**

- Out of service: Jet impeller is loose, rattling and unable to produce adequate thrust. Repair estimate not yet available.

- **Rescue 8130 / Rescue 8132:**

- 8130 and 8132 will be swapped shortly to put 8132 on Albion Ridge for compressor and scene lighting installation.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROCUREMENT POLICY

Proposed policy revisions to be presented for review and discussion at the February 14, 2013 regular business meeting and considered for amendment and/or adoption at the March 14, 2013 regular business meeting.

The purpose of this policy is to ease the processing of authorized payment of District funds to qualified creditors ~~with~~ while retaining maximum procurement transparency and accountability.

1. All commitments of District funds must be authorized by the board of directors.
2. The approved annual FY budget is the general authorization for commitment of District funds for each budget item.
3. Regular monthly invoices for recurring approved District budget items (utilities, communications [phone, internet], fuel deliveries, monthly medical gas contracts, etc.) ~~should be delivered billed~~ directly to the District bookkeeper to be paid on signature of approval and budget category assignment of the District fiscal officer or other board member routinely. Invoices of this type which show unusual or unexpected amounts due are to be referred by the bookkeeper to the chief, the board fiscal officer, or another board member for approval for payment.
4. Invoices for non-recurring approved District budget items should be delivered to the chief for his/her signature of approval and assignment of budget category before being delivered to the District fiscal officer or other board member for his/her signature of approval. The District fiscal officer will then present the approved invoice to the district bookkeeper for payment.
5. Any commitment of approved District budget funds over \$1,000 (\$3,000 for vehicle maintenance & repair) not itemized in the approved current FY budget must be approved by vote of the board on an agenda item for consideration at a regular or special meeting the chief, the board fiscal officer, or another board member.
6. Any commitment of District funds not included in the approved current FY budget must be approved by vote of the board on an agenda item for consideration of a budget revision at a regular or special meeting.
7. Reimbursements for out-of-pocket expenses for approved District budget items will be made to any individual upon signature of approval and assignment of budget category by the chief, and the District fiscal officer or other board member of presented (copies of) original receipt(s) showing who was charged for what by whom and to whom reimbursement should be made.
8. The bookkeeper will email a detailed report of all invoices and expenses incurred to the chief and all members of the board in enough time for review (at least 72 hours) prior to each regular monthly business meeting.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BYLAWS

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ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
P. O. BOX 634
ALBION, CA 95410
(707) 937-4022

1000 - ESTABLISHMENT

The Albion-Little River Fire Protection District (the District) was established after an election of voters within the boundaries of the proposed district by a resolution of the Mendocino County Board of Supervisors in 1962. The District is a California Special District governed by California Health and Safety Code Section 13800 et seq. cited as the Fire District Law of 1987.

1010 - MISSION STATEMENT

The mission of the District is to provide personnel and resources necessary for protection of life and property in the Albion and Little River communities against threats from structural and wildland fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

In order to fulfill its mission the Board of Directors of the District will:

1. Employ necessary personnel to provide services to the district.
2. Effectively maintain and deploy district resources.
3. Create and maintain a local property tax to help finance emergency services operations within the District.
4. Oversee the distribution of funds in the control of the District.
5. Seek additional funding from all possible sources (local, regional, national) to further enhance the capabilities of the supported agencies.
6. Support and promote safety awareness, fire prevention, and disaster preparedness programs in our community.

1020 - BOARD MEMBER DUTIES AND RESPONSIBILITIES

Meeting packets of agenda, minutes, and backup materials will be mailed or emailed by the Secretary of the Board to each member at least 72 hours prior to regular meetings. Directors will thoroughly prepare themselves to discuss agenda items at Board meetings. Questions concerning information distributed in Board packets will be directed to the Board President or Secretary prior to the Board meeting.

1. Maintain regular attendance at various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.
12. Be an apolitical voice representing District-wide issues and concerns.
13. Keep an open mind to new ideas and encourage innovation that increases the level of services being provided.
14. Practice open and timely two-way communication.
15. Utilize each member's specific background, experience, and expertise during the development of projects, policies, and contracts.
16. Directors will, at all times, conduct themselves with courtesy to each other, to the staff, and to members of the public present at Board Meetings.

17. Directors will abstain from participating in consideration on any item involving a personal or financial conflict of interest.

1030 - LIMITATIONS OF AUTHORITY

Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of a majority of the Board.

Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

1040 - BOARD MAKEUP

The Board of Directors of the Albion-Little River Fire Protection District consists of five (5) members. Board members are elected by voters of the District in accordance with California Election Code 10500-10556 "Uniform District Election Law". In accordance with California Health and Safety Code Section 13853, the officers of the Board are its president, its vice-president, and its secretary. Officers of the Board shall be elected annually by the Board members at the December business meeting. All officers shall serve without pay or compensation unless otherwise determined by resolution of the Board in accordance with law.

The President of the Board of Directors will preside at all Board meetings. He or she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The President shall designate an interim chair-person to serve as President during his or her absence. If no Interim President is appointed, the Vice-President of the Board of Directors will serve as Interim President. If the President and Vice-President of the Board are both absent, the Secretary of the Board will serve as chairman of the meeting.

It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.

~~The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with, and will oversee all income and expense items. The Board may employ a bookkeeper from time to time to assist in fulfillment of these obligations, and to draw checks in accordance with item #6. below.~~

~~In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters. The Board may deposit funds in district held checking and savings accounts at independent financial institutions in addition to the county-maintained tax revenue fund account in order to expedite district fiscal activity. Each board member will have signing authority on all accounts.~~

1050 – BOARD OPERATIONS EMPLOYMENT OF BOOKKEEPER

~~The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with.~~

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~~The Board may employ a bookkeeper or engage an independent bookkeeping service from time to time to assist in fulfillment of the district's financial duties and obligations. Any bookkeeper or bookkeeping service employed by the Board, whether as an employee of the District or as an independent contractor, is authorized by the Board to make draws on any funds maintained by the District for the purpose of making payments for Board approved District expenses.~~

The Board may employ a board clerk from time to time to assist in fulfillment of the district's legal and clerical duties and obligations.

1060 - MEMBERSHIP IN ASSOCIATIONS

1. The directors of the Board may hold membership and attend meetings of such national, state and local associations as may exist which have applicability to the functions of the District and will look upon such memberships as opportunity for in-service training.
2. Albion-Little River Fire Protection District Directors may be active members of the Albion Little River Fire Department.

1070 - COMMITTEES OF THE BOARD OF DIRECTORS

1. The Board President will appoint such ad-hoc committees as deemed necessary by Board members.
2. The duties of the ad-hoc committees will be outlined at the time of the appointment, the committee will be considered dissolved when its final report has been made.
3. Standing committees will be appointed by the Board President as necessary.
4. The Chairman of a committee is responsible for the makeup of the committee and for reporting on its progress.

1080 - MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio or video recordings of the meeting can be erased (Government Code Section 54953.3(b)).
3. Printed copies of minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1090 - COMMUNICATION AND CORRESPONDENCE

1. It will be the policy of the Board of Directors of the Albion-Little River Fire Protection District that any communications and correspondence specifically directed to the "Board of Directors" will be delivered to the Secretary of the Board.
2. Communications specifically addressed to a particular director will be delivered to that individual director and official opening of a director's mail will require notification by phone.
3. Communications or correspondence from anonymous sources will be noted and filed.

1100 - BOARD MEETINGS

Purpose

District board members are elected or appointed to represent all the people, and to exercise their best judgment. The purpose of a board meeting is for its members to debate openly on particular matters, to hear public expression thereon, and to inform the public of what the board is doing. The board has the authority to limit debate on any subject, and where this is a problem it is the chairman's responsibility to control public debate so that repetitive or irrelevant remarks are not made, so that everyone has had a chance to speak before others speak for a second time, and to expedite the business at hand.

1. Rules of Order

- a. **Informal:** A board is free to select its own rules, within the bounds of democratic procedures. Many are familiar with "Robert's Rules of Order", which have been in existence for over a century. They were designed for large parliamentary bodies, and may be too formal and

detailed for small groups such as a five- member District board. If informal rules are used they should observe the following basic principles:

- i. The majority decides.
- ii. The minority has a right to be heard.
- iii. Only one main motion may be considered at any given time.
- iv. Members have a right to know at all times what the immediately pending motion is.
- v. Official action can be taken only in meetings properly called, and with a quorum of members present.
- vi. If a board can make decisions without further parliamentary rules, it should do so. Under this approach the chairman would request a formal vote only when unanimity seems impossible, and the wording of motions might be discussed before the motion is actually proposed, avoiding the time- consuming process of making amendments to reach agreement. When board opinion appears to have crystallized, the chairman can announce: "If there is no objection, we will ". However, as noted under the legal requirements for each type of district, the law sometimes requires a recorded vote.

b. Formal: If a more formal method of proceeding is preferable - for example, where the board finds it cannot informally unite on the issues before it within a reasonable time the following guidelines are suggested. They are adaptations of Robert's Rules.

2. Motions: Motions need not be seconded, and the requirement of a second is largely a waste of time, particularly for small groups. The chairman would normally state the motion without asking for a second, and ask for discussion.

A main motion is a request for action or commitment. It should be clear and concise, and stated in the positive to avoid confusion in voting. The chairman should request or suggest rephrasing, if necessary to improve clarity. It is usually stated, "I move that..." and is debatable, can be amended, and the vote on it may be reconsidered. It is usually in order when no other main motion is under consideration, assuming it is not in conflict with the agenda. If it proposes a resolution, then it may use "whereas" and "resolved". Those special and ordinary motions that are handled like main motions are:

- a. To reconsider a vote (must be at same session).
- b. To rescind a previous action.
- c. To amend a motion already adopted.
- d. To amend the bylaws (usually requires notice and 2/3 vote).
- e. To appeal (only when no motion is pending).
- f. To recess (only when nothing else is being considered; should stipulate a time to reconvene; is not debatable but can be amended as to time).
- g. To adjourn (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. To amend changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.
- i. To refer is used to send a main motion to a committee for study and report back and is debatable and amenable.
- j. To postpone delays consideration of a subject until a future time (at the same meeting or a future meeting), applies to main motions only, and is debatable and amendable.
- k. To limit debate requires a 2/3 vote, and limits the time that may be spent on a motion or question to a specified amount. It is amendable but not debatable.
- l. To close debate also requires a 2/3 vote and terminates discussion on a motion; leading to immediate voting. It is not debatable or amendable.

- m. To adjourn is in order at any time, provided the mover does not interrupt a speaker or the counting of a vote.
- n. Point of order calls to the chairman's attention a violation of the rules or any unusual situation requiring immediate attention. It is not debatable or amendable and requires no vote, since the chairman decides the question. His ruling may be appealed (except for the correctness of procedures that can be checked against the rules), which can be debated and is then decided by a vote of the board.
- o. To withdraw a motion removes it from consideration, is not debatable, and can be made by either the maker of the motion or another board member. The chairman may permit withdrawal without a vote, unless there is objection.
- p. To suspend the rules sets aside temporarily a rule that would hamper the board from acting, is not debatable or amendable, and requires a 2/3 vote. It is usually used to depart from the set order of business.

3. Precedence of ordinary motions

- a. To adjourn
- b. To recess
- c. To close debate
- d. To postpone
- e. To refer
- f. To amend

A higher ranking motion is in order even when lower ranking ones are pending. A lower ranking motion may not be made when a higher one is under consideration. A main motion – one proposing that the board take some action – ranks below all of the above ordinary motions, which are intended to help the board reach a decision on the main motion.

4. Special Motions

- a. Point of order
- b. To appeal
- c. To withdraw
- d. To suspend the rules
- e. To reconsider
- f. To rescind

These have no rank in relation to each other. Except for To Reconsider and To Rescind, their purpose is to handle procedural questions during the consideration of a main motion.

A summary of motions, somewhat different from the above, is at the end of this section.

5. Conducting the Meeting

Meetings of the Board of Directors will be conducted by the Presiding Officer consistent with the policies of the District and in accordance with the provisions of the Ralph M. Brown Act. (Government Code Section 54950 et. Seq.) Willful disruption of any meeting of the Board of Directors will not be permitted.

Disruptions will be grounds for the Chairman Presiding Officer to clear the room of the person or persons causing the disruption.

- a. **Order of Business:** A systematic plan for considering items at meetings should be included in a district's rules of order. This is usually called the order of business, agenda or calendar. A convenient order of business is:
 - i. Presentation of minutes.
 - ii. Reports of officers and committees.
 - iii. Unfinished Business.
 - iv. New Business.

A "**Consent Calendar**" is a means of expeditiously handling routine matters. Early in the board meeting the whole group of such items may be approved with one motion and vote, and no discussion. If a director, or member of the public, wants to discuss an item, it can be removed from the group and

considered after the rest of the group has been approved. The board should have adequate information on the items on the Consent Calendar well in advance of the meeting. Typical routine items for a Consent Calendar include approval of minutes, of ordinances at final reading, of contract payments, of final tract maps, and of other matters where approval is routine. The receipt (and referral, if needed) of informational items, correspondence, administrative reports, etc., and the setting of hearing dates can also be handled in this matter. The items on the Consent Calendar can be selected by the secretary, other staff, or the board at a pre-board meeting. If a meeting includes a public hearing, it should be properly noticed, and set for a specific time on the agenda. Written procedures for participation, including time limits, may be desirable.

- b. The Chairman:** The chairman presiding over any district meeting should remain impartial, particularly while administering the rules, although this applies more to large formal bodies than to the small informal district boards in Mendocino County. The more partial a chairman, the less effective he is as presiding officer. A chairman wishing to speak for or against a motion should "step down" and relinquish the chair to another board member during the discussion. The chairman should be able to help the board to reach decisions, and should understand the basic rules of parliamentary procedure, in particular knowing the fundamentals required to present, modify, refer and postpone motions, and to bring them to a vote in an orderly and efficient fashion. He should be careful not to become confused by what is going on in a meeting, or to permit members to speak at will, to offer main motions when a main motion is already under consideration, to interrupt speakers, or to claim the floor without the recognition of the chair.
- c. Quorum:** A quorum is normally a majority of the members. The chairman must determine the presence of a quorum, both at the beginning of a meeting and, if members have left, (a "disappearing quorum") during the meeting. If a quorum is no longer present, the chairman must either close the meeting or restrict it to those actions permissible in the absence of a quorum. These include to adjourn, to take a recess, to set a time for the next meeting, to listen to committee reports or the remarks of others, and to take any emergency action necessary, though this would have to be approved at a later meeting with a quorum present. As noted under the legal requirements for each type of district, the law sometimes requires not only the presence of a quorum, but the affirmative vote of a majority if the board members (not just of the quorum) to act.
- d. The Secretary:** This person keeps the official record. S/he should be seated close to the chairman and observe the meeting as s/he takes notes, later to be rewritten in the form desired by the board. These minutes should include a record of all official actions taken, the identity of the chairman, the presence of a quorum, and information showing that the meeting was duly called. The minutes can go into greater detail, but only the following are suggested:

 - i.** An exact statement of motions passed.
 - ii.** The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
 - iii.** All referrals, postponements and appeals.
 - iv.** Motions not passed, and amendments, may or may not be entered.

Further suggestions for minutes are in the section on Board Secretary.

The Secretary is also an assistant to the chairman, providing him/her with a copy of the agenda, the minutes of the previous meeting, any committee reports, and a list of unfinished business. S/he should also bring to the meeting any needed materials, such as a copy of the bylaws, and should be familiar with the record of previous actions taken by the board.

- e. Voting:** The chairman should state the motion before asking for a vote. A unanimous vote means all members did vote, and voted the same way. This is somewhat different than general consent, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The voice vote is the most common, asking those in favor to say "aye" and those opposed "no".

If a close vote is expected, the chairman should instead ask for a show of hands. A roll call vote is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may change his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.

f. Ordinances and Resolutions:

- i. **An ordinance** is an enforceable statutory enactment, that is, a law, the violation of which is a misdemeanor. An ordinance imposes fines, penalties, forfeitures or imprisonment. Any ordinance normally requires a first and second reading, at two separate regular meetings. It requires publishing or posting within 15 days of passage, and does not take effect until 30 days after passage. These steps are to assure the public is informed of the impending law, and to give time for the circulation of referendum petitions. An ordinance usually begins: "The board of (district) does ordain as follows:"
- ii. **A resolution** is a formal expression of opinion, will or intent, or an action or decision. It does not itself have the force of law, that is, contain a penal clause, but it may implement existing law. "Resolved that-" is the effective clause. A resolution should not be used where a simple motion can take the desired action. If resolutions are used often, a standard form is suggested, into which specific data can be inserted. Usually resolutions can be introduced and adopted at the same meeting, and do not require publishing posting and a 30-day waiting period. They are therefore much easier to use than ordinances, and this should be done wherever possible. For example, an ordinance which provides for a user charge or fee schedule may state that the actual charges/fees shall be set and modified by resolution.
- iii. Still another device used by some agencies is a "**minute order**". This is a direction from a governing body to some element within the organization to do something that is within its normal scope of activity.

If ordinances and resolutions are not prepared by the district's attorney, he should review them before presentation. After adoption the secretary should prepare proper attestation, which includes filling in the last page to include the vote by each member, the chairman's signature, and the secretary's attestation. With ordinances to be published or posted, usually within 15 days, certification of publication should be obtained from the newspaper, or an affidavit from the person doing the posting, and filed. Only a summary of the ordinance need be published, noting that the full text is available in the district office.

The secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public. If there are a large number, indexing them by subject matter is useful. If some ordinances or resolutions contain an expiration date or a time certain when something is to be accomplished, a tickler system giving advance warning should be applied to them.

6. BOARD MEETING SCHEDULE:

- a. **Regular meetings** of the Board of Directors will be held on the second Thursday of each calendar month at 7:00 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board President or any member of the Board.
 - i. All Directors, Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.
 - ii. Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.
- c. **Special (emergency) meetings:** In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting

without prior public notice. All rules governing a special meeting will be observed with the exception of the twenty-four (24) hour notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.

- d. **Public Notice of Board Meetings:** All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).
- e. **Adjourned meetings:** A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

1110 - BOARD MEETING AGENDA

1. The Board Secretary, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the President or the Secretary and request any item to be placed on the agenda five (5) or more days before the date of the meeting.
2. Any member of the public may request that a matter, directly related to District business, be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - a. The request must be in writing and be submitted to the District Board President with supporting documents and information, if any, at least five (5) business days before the date of the meeting
 - b. The Board President will be the sole judge of whether the public request is or is not a "matter directly related to District business." The member of the public will be informed of the decision.
 - c. Matters that are legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
 - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting.
 - e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1120 - CONFLICT OF INTEREST

1. The Political Reform Act, Government Code Subsection 8100, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. This Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Subsection 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Subsection 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Albion Little River Fire Protection District.
2. All Directors will file statements of economic interests (Form 700) with the Clerk of the County of Mendocino within 30 days of assuming office and annually per Government Code Section 87200.

APPENDIX A

Designated Positions:

All members of the board of directors of the Albion Little River Fire Protection District.

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

CONFLICT OF INTEREST CODE

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally. Consultants to this District hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chairperson shall forward a copy of this determination to the Board of Directors. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS

Directors

DISCLOSURE CATEGORY

1, 2, 3

DISCLOSURE CATEGORIES

1. Investments in any business entity which, within the last two years, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.
2. Income from any source which, within the last 12 months, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment to the District. See Government Code Sections 82030, 87103, 87207.
3. Interest in Real Property located in whole or in part either within the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. See Government Code Sections 82033, 87103, 87206.

1130 - PUBLIC COMPLAINTS

1. It is the desire of The Board of Directors that public complaints are resolved at the lowest possible administrative level, and that the methods for resolution of complaints are logical and systematic.
2. A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or state or federal statute that has adversely affected the individual.
3. The method of resolving complaints will be as follows:
 - a. The individual with a complaint will first discuss the matter with the Fire Chief (or a designated responsible staff member) with the objective of resolving the matter informally.
 - b. If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief (or other responsible staff member) a written complaint may be filed with the Board of Directors. This must be done within (10) days of receiving the Chief Officer's (or other responsible staff member's) decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, and use the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

This policy in no way prohibits, or is intended to deter, a member of the community or staff member from appearing before the Board to present a testimony, complaint, or statement regarding actions of the Board, District programs and services, or impending consideration of the Board.

1140 - PROCUREMENT

It is be the policy of the Board of Directors of the Albion-Little River Fire Protection District that all purchases of goods and services for the operation of the Fire District will be fully accountable and will be done in an appropriate logical manner. Therefore, the following policy is adopted and will be followed always:

1. The following processes will be used to disburse funds from the Albion-Little River Fire Protection District to individuals or businesses who are owed funds for goods and/or services:
 - a. Payment by check or electronic funds transfer from the appropriate district checking account.
 - b. Payment by credit card.
 - c. Payment by County of Mendocino Auditor-Controller issued check.
2. Purchase authority is limited to the maximum amount of funds that have been allocated for the item in the current budget. Normal operational needs dictate that the Fire Chief or his delegate must have the ability to obligate District funds to the amounts approved for items listed in the current budget. Fund obligation above that level is subject to the approval of the Board of Directors. In addition, good business practices require that fund obligation take advantage of competition in the marketplace. Purchasers are therefore encouraged to pursue the best prices available for goods and services without sacrifice to quality or safety.
3. In compliance with the above, the following is the Albion-Little River Fire Protection District policy:
 - a. **Checking Accounts:**
 - i. A ~~joint~~ checking account with the County of Mendocino shall be established for the purpose of writing checks **or making electronic funds transfers** directly to the recipient from a revolving account funded by drafts from District tax revenues held by the county. Each check written on this account will require one signature. Each Board Member and the district bookkeeper shall be authorized signers of **checks and may authorize electronic funds transfers on** this account.
 - ii. **Other checking and savings accounts** shall be established as needed for the purpose of receiving and holding donations to the district for specified and unspecified district needs and/or projects as well as authorized payment of expenses for same. Board approved drafts from each account will require one authorized signature. Each Board Member, as well as the district bookkeeper, shall be authorized signers of each of these accounts.
 - b. **Credit Card:** A credit card account shall be established to expedite internet and non-vendor purchases. Each board member, the district bookkeeper, the chief and the assistant chief will be authorized users of this account for purchases of board approved budget items. This account is to be paid in full each billing period to avoid interest charges.
 - c. **County of Mendocino Auditor-Controller:** The Auditor-Controller is authorized to make payment from the District's General Fund when presented with approved vouchers. Vouchers will be written only for board approved budget items or to replenish the district revolving fund (one authorized signature will be required). Each board member and the district bookkeeper will be authorized signers.
4. **Expenditure authority within budget:**
 - a. The Chief of the District or his/her designate will have the authority to purchase goods and services up to the amount of funds made available by the board for the budget category of the item or service.
 - b. The Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.

5. **Expenditure authority for items not budgeted or for amounts in excess of budget allowance:** Only a majority vote of the board of directors shall constitute the granting of authority to the board, the Chief, or his or her designate to make any expenditure over the amount authorized in the district budget.

1150 - DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District document available to the public, at a nominal charge of \$0.15 per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and \$0.15 for each page after that.
3. Any constituent wishing to receive mailings of meeting notices must notify the district in writing. He or she must cover the costs for providing notices by paying the amount of \$1.00 per meeting noticed or provide stamped, self-addressed envelopes to the District to cover the expense of the mailings.
4. Any constituent wishing to receive copies of any reports, documents, or agendas by mail must supply the district stamped self-addressed envelopes or funds sufficient to cover mailing expenses.

The above fees are based on machine use costs, clerical time, and material costs. These charges are subject to change due to cost changes.

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for items 3 and 4 above.

1160 - NEPOTISM

1. It is the policy of the Albion-Little River Fire Protection District to seek the best possible candidate through the appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments if the following standards are met:
 - a. No employee or member of the Board will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employee status, or interest of a close relative.
 - b. For the purpose of this policy, "close relative" means husband, wife, mother, father, son, daughter, sister, brother, niece, nephew, mother/father in law, sister/brother in law, and son/daughter in law. Such matters will be referred to the Personnel Committee of the Board of Directors.
 - c. When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required to all appointing levels. The objective of this review will be to assure equity to all members of the department.

1170 - HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.
2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in

discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.

3. The full District policy and procedure for handling complaints will be posted on the District website (www.albionfire.com) for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the President of the District Board, any other board member, the Chief, or any other officer of the Fire Department. If the incident deals with a fire department officer, complaints should be directed to another fire department officer or the president of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1180 - DISCRIMINATION

1. It is the policy of the Albion-Little River Fire Protection District that there will be no discrimination based upon race, national origin, religion, sex, physical impairment, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.
2. Allegations of wrong doing, such as arbitrary and discriminatory action, should be made through a staff member's direct supervisor, the Chief, or any member of the Board of Directors.

1190 - PERSONNEL

1. **EMPLOYMENT:** The District may employ personnel from time to time according to Health and Safety Code Section 13861. "A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including, but not limited to, the following powers..... (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties."
 - a. Paid employees compensation and benefits will be set by the District board of directors.
 - b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the District not subject to regular compensation and benefits. However, the District board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.
 - c. All employees of the District shall be insured by District provided workers' compensation insurance.
 - d. No person shall be permitted to participate in District fire department trainings or emergency responses unless listed on the District's active duty roster, or on the official roster of another participating agency.
2. **HIRING:**
 - a. District residents 18 years old or older may apply for employment with the district.
 - b. Non-resident applications for employment may be accepted upon the chief's recommendation.
 - c. Employment positions include the position of volunteer firefighter.
 - d. Applications for employment may be obtained at any regular meeting or from the chief.
 - e. The chief and the Board shall review and approve, reject, or postpone the application.
 - f. Upon approval of the application, employment will be granted if a position is available.
 - g. The chief may hire an applicant for the position of volunteer firefighter provisionally until her/his application is approved or denied.
 - h. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of criminal and driving background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for employment by the District.

Determination of the unsuitability of an applicant for employment based on criminal or driving background information and Board policy may result in denial of employment of the applicant.

- i. This procedure is to be followed for all district employees, paid or volunteer.

3. EMPLOYEE STATUS:

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A probationary employee's employment may be terminated by the chief or by a majority vote of the board without cause.
- d. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operations manual and as further directed by the chief.
- f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
- g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district's Operations Manual and as further directed by the chief after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.
- h. A probationary volunteer firefighter applicant will be placed on the active duty roster as soon as her/his employment application is accepted by the chief, subject to confirmation by the board of directors.
- i. A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- j. All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. RESIGNATION/LEAVE OF ABSENCE:

- a. Resignation from employment by the District does not, by itself, preclude re-application for employment by the District.
- b. A regular volunteer firefighter may take a leave of absence for any reason for up to one year upon request.
- c. Any volunteer firefighter who takes a leave of absence will be removed from the roster of active duty firefighters and will be relieved of the duties and responsibilities of any office held and the requirements of item (3.i.) above. Active duty status may be reinstated by application for reinstatement, recommendation of the chief and a majority vote of the board of directors.
- d. Prior to returning to active duty any employee requiring a medical leave of absence due to injury covered by District workers' compensation insurance must provide the District with a "fit

for duty" evaluation (available at District expense) from an independent physician who has expertise in the covered injury (but who is not involved with the employee's treatment for the injury) before applying for reinstatement to active duty status.

- e. A regular volunteer firefighter who wishes to take a leave of absence for longer than one year for reasons other than injury covered by District workers compensation insurance will be asked to resign and reapply for employment when available for service to the District.
- f. Employment will be terminated for a probationary volunteer firefighter who wishes to take a leave of absence for reasons other than injury covered by District workers compensation insurance.

5. APPOINTMENT AND REMOVAL OF THE CHIEF:

- a. The district board may appoint the chief from the employees of the district.
- b. If there is a vacancy in the position of chief as a result of resignation, removal, or any other reason district employees hired as regular volunteer firefighters shall, at the first scheduled meeting following the vacancy, function as a committee to select one or more qualified candidates to submit to the district board for consideration for appointment to the open position. If all candidates proposed by the regular volunteer fire fighters are rejected by the district board this process will be repeated until a chief is selected.
- c. In the interim between the vacancy and the appointment of an acceptable candidate for chief, if the outgoing chief does not appoint an acting chief, the board may, without consultation, appoint an acting chief.
- d. Notwithstanding the appointment of an interim chief by the outgoing chief, the board may at any time rescind that appointment and appoint an acting chief.
- e. The term of appointment to the position of chief is indeterminate.
- f. Removal from the position of chief shall be the sole responsibility and option of the district board of directors and can be with or without cause.

6. DISCIPLINARY ACTION:

- a. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Chief may discipline any employee for cause.
- b. Grounds for discipline include but are not limited to: discourteous treatment of the public or fellow employees; drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job or arriving on the job under the influence of such beverages or drugs; habitual absence or tardiness; abuse of sick leave; disorderly conduct; incompetence or inefficiency; being wasteful of material, property or working time; violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination; neglect of duty; dishonesty; misuse of District property; willful disobedience; conduct unbecoming a District employee.
- c. All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.
- d. All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- e. Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared after consultation with the District Legal Counsel and shall contain the

following: a description of the proposed action and its effective date or dates, and the policy, regulation or rule violated; a statement of the acts or omissions upon which the action is based, and attachments of materials upon which the action is based or notice that the materials are available for inspection; a statement advising the employee of the right to request a hearing before the Board; a date by which time the employee must respond in writing if he/she wishes to contest the action. All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

7. GRIEVANCES:

- a. The purpose of this section is to provide a procedure by which a regular employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- b. This section does not apply to probationary employees.
- c. Any regular employee who believes he/she has a grievance shall present the evidence orally to his/her supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence.
- d. If the grievance has not been resolved by method (c.) above, the grievant must present his/her grievance in writing to the District Board. The statement shall include a concise statement of the grievance, including reference to any law, policy, regulation or instruction allegedly misapplied or misinterpreted; the circumstances involved; the decision, or lack of, rendered by the supervisor; the specific remedy sought.
- e. The Board of Directors, as soon as possible at a regular or special meeting of the Board, shall schedule a hearing in closed session to receive the written grievance and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.
- f. By agreement in writing, the parties may extend any and all time limitations specified above. A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

1200 - SPECIAL ANNUAL EVALUATION SESSION

The Albion-Little Fire Protection District shall hold a special meeting ~~on the third Wednesday of~~ in January of ~~each year~~ to critique board and fire department performance of the past year, evaluate the performance of the Chief, and discuss planning strategies for the coming calendar year.

2000 - ADOPTION/ AMENDMENT OF BYLAWS

1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy may be initiated by any board member, the Chief, or member of the public. The proposed policy or amendment must be delivered by email to any board member or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.
2. Proposals for additions, deletions, or amendments to district policies will be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.

(03/13 draft)

4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least ~~two (2)~~ **three days (72 hours)** prior to any meeting during which the amendment or policy is to be considered.

THESE REVISIONED BYLAWS PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING MARCH 14, 2013 AS FOLLOWS:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Alan Taeger
President, Albion Little River Fire Protection District

Attest:

Scott Roat
Secretary, Albion Little River Fire Protection District

Albion Little River Fire Protection District
PO Box 634
Albion, CA 95410
(707) 489-4022

February 14, 2013

Part time Board Clerk position available.

The board of directors of the Albion Little River Fire Protection District is seeking ~~candidates for the~~ position of Board Clerk.

~~This is a part-time position for which the hours and compensation are negotiable.~~

The ALRFPD Board Clerk will assist the board in the fulfillment of the district's legal and clerical duties and obligations. Duties of the board clerk include, but may not be limited to the following:

- Help the board president and secretary collect, prepare, publish, and post necessary meeting materials for regular monthly business meetings and special meetings, including agendas, minutes, and other necessary documents.
- Prepare attestations for ordinances, resolutions and appointments for signing as needed.
- Update district files, manuals, and records (paper and digital).
- Monitor and coordinate board member legal compliance with local, state, and federal laws and regulations.
- Monitor and coordinate board member election requirements, terms of office, resignations and appointments with county elections office.
- Prepare, publish and post district legal notices.

Candidates ~~for the position~~ of Board Clerk should be familiar with basic office organization and scheduling and should possess sufficient computer hardware and software knowledge and skill to competently produce and/or record all necessary written documents for the district.

Candidates may apply ~~for the position~~ by sending a resume to the district by email at board@albionfire.org or by USPS to the mailing address above. Please use subject or mark the outside of the envelope with the words "Board Clerk".

~~This position is to remain open until filled by appointment by a majority vote of the board of directors at a regular or special meeting.~~

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, December 13, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting:** Called to order at 7:04pm
 - a. **Roll call:** Firefighters present: Chief Ted Williams, Jaime Placido, Debbie Wolfe, Steve Wolfe, Guy Casey, Scott Roat, Emily Scott, Michael Rees, Harolde Searles, Tim Gitchel, Marshall Brown, Ben Feinburg, Jason Hendricks, Margaret Harris, John Oakley, John Crowningshield, Brad Montgomery, Andrew Crowningshield, Sam Levine, Erica Geer. Members of the public: Gary Moraga, and Debbie Casey (arrived later).
 - b. **Chief's Report:** See attached.
 - c. **Review and discussion of Chief's Report:** General discussion and review of Chief's Report.
 - d. **Annual election of line officers:**
 - e. **Other fire department business:** Current focus to be on wild land training. Plans are being made to perform a pre-planning walkthrough of Heritage house property. Ideas were explored for organizing and enhancing the upcoming annual BBQ.
 - f. **Adjournment:** 8:15pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Called to order at 8:20 pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson, Scott Roat and Ed Petrykowski.
3. **Public communication to the Board:**
 - a. Guest Gary Moraga in attendance, recommends and volunteers to help with hot rod/ car show attached to BBQ; all parties seemed in favor.
 - b. Debbie Casey offered to aide in fundraising efforts.
 - c. Scott confirms \$25k check given to District on behalf of the 501c3 nonprofit. More coming. Confirm 501c3 dissolution underway – target date, first quarter 2013.
4. **Items for Board consideration and possible action relevant to fire department operations:**
 - a. **Fire department personnel:** Applicant Ben Feinburgh was recommended for employment as probationary volunteer firefighter by Chief Williams. The board voted 5-0 in favor of approval of the chief's recommendation on a motion by Ken.
 - b. **Agreements and contracts policy:** Policy authorizing the chief to enter the district into contracts adopted as presented by unanimous vote of the board on a motion by Alan.
 - c. **Facilities use insurance:** Revised facilities use policy adding language requiring proof of insurance for non-district users of district facilities adopted by unanimous vote of the board on a motion by Alan.
 - d. **Annual election of officers of the district board of directors:**
5. **Previous meeting minutes:** Minutes of the November 8, 2012 regular business meeting approved as amended by unanimous vote of the board on a motion by Ken.
6. **Board Correspondence:** See attached.
7. **Financial Report:** Monthly financial reports distributed. Funds going at about going about the rate we expect at this point. Alan presented a list of donors from 2012. Ted to post on website (stripped of personal information). There is a balance of approximately \$35k in fire department (donations) fund.
8. **Committee reports:**
 - a. **New fire station committee:** Ed reported that Lee Welty expects to have foundation engineering ready for completion of plans permit requirements within days. Encroachment permit needs to be renewed.
9. **Director's Discussion:** Alan presented a list of duties of the district board of directors compiled from the district bylaws. Included in the list were some additional de facto duties not expressly listed in the bylaws. Alan asked that the board consider ways to more equitably distribute the workload of the district among board members or find some other way to get the work done. Thoughts expressed included:
 - Burden shouldn't be across Board members. Most special districts have clerk or secretary.
 - Discussion of adding positions to distribute work load.
 - Current practices and procedures place too much burden on Secretary and President
 - Consideration proposed to add part time (paid or volunteer) position to aide in this regard.
 - Discussion is to be continued at the next regular district business meeting.
10. **Next scheduled regular business meeting:** Thursday, January 10, 2013, 7:00pm at Station 810.
11. **Adjournment:** Meeting Adjourned: 21:35.

Fire Chief's Report, 13 December, 2012, by Ted Williams

- **Applications received**
 - Ben Feinburg (approved by chief, subject to board review)
- **Resignations**
 - Jesse Martin
- **Incident Log**

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, December 13, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. Fire department operations meeting. Called to order at 7:04pm

a. Roll call. Firefighters present: Chief Ted Williams, Jaime Placido, Debbie Wolfe, Steve Wolfe, Guy Casey, Scott Roat, Emily Scott, Michael Rees, Harolde Searles, Tim Gitchel, Marshall Brown, Ben Feinburg, Jason Hendricks, Margaret Harris, John Oakley, John Crowningshield, Brad Montgomery, Andrew Crowningshield, Sam Levine, Erica Geer.

Members of the public: Gary Moraga, and Debbie Casey (arrived later).

b. Chief's Report: See attached.

c. Review and discussion of Chief's Report. General discussion and review of Chief's Report.

d. Other fire department business. Focus on wild land training, doing a walkthrough of Heritage house property and the upcoming BBQ.

e. Adjournment. 8:15pm

2. Board of Directors business meeting call to order and determination of a quorum: Called to order at 8:20 pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson, Scott Roat and Ed Petrykowski.

3. Public communication to the Board:

- Guest Gary Moraga in attendance, recommends and volunteers to help with hot rod/ car show attached to BBQ; all parties seemed in favor; Alan: yes, get his contact info.
- Debbie Casey arrives late and offers to aide in fundraising efforts.
- Scott confirms \$25k check given to District on behalf of the 501c3 nonprofit. More coming. Confirm 501c3 dissolution underway – target date, first quarter 2013.

4. Items for Board consideration and possible action relevant to fire department operations.

- a. Fire department personnel: Ben Feinburg approved for membership. 5-0 in favor.
- b. Adopt contract policy, no changes, 5-0 in favor.
- c. Adopt facilities use policy, move by Alan, 5-0 in favor.

5. Previous meeting minutes: approved 5-0 in favor.

6. Communications to the Board: reviewed correspondence.

7. Discussion of Needs & Duties.

- a. Burden shouldn't be across Board members, most special districts have clerk or secretary.
- b. Discussion of adding positions to distribute load.
- c. Division places too much on Secretary and President – decision to revisit to distribute tasks to share equally.
- d. Consideration of adding part time position to aide in this regard.

8. Financial Report

Funds going at about going about the rate we expect at this point. Alan presented a list of donors from 2012. Ted to post on website (stripped of personal information). Approximately \$35k in fire department fund.

9. Building Report

Ed Petrokowski reports will make contact with Lee Welty tomorrow. Question about encroachment permit renewal.

10. Next scheduled regular business meeting

February 14, 2013

11. Adjournment

Meeting Adjourned: 21:35

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING FEBRUARY 14, 2013
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 1/14/13 District received a package from Golden State Risk Management Authority by USPS containing the 2012 annual member report.
- 1/17/13 Alan received a letter from Katrina Bartolomie, assistant registrar of voters, with a list of helpful hints regarding the November 2013 Special District Election.
- 1/22/13 District received an email from Shari Schapmire, county treasurer, with attached quarterly investment report for period ending December, 31, 2012 and attached Mendocino County Statement of Investment Policy.
- 1/25/13 District received package from county planning and building department with coastal development use permit application for a cell tower near hwy 1 1.1 miles south of Albion.
- 1/31/13 District received a letter from Linda Slaughter of Athens Administrators with request for CAL/OSHA Form 300A logs.
- 2/1/13 District received an email from Jennifer Peters of Golden State Risk Management Authority with an invitation to participate in their Loss Prevention Incentive Program.
- 2/3/13 District received a thank you letter from Hal and Sidra Stone by USPS with an enclosed donation of \$100.00.
- 2/5/13 District received an email from Shari Schapmire, county treasurer, with attached announcement of a county tax pool roundtable discussion group meeting to be held March 14, 2013 at the Mendocino County Administration Center and attached latest version of supervisor approved county investment policy.
- 2/6/13 District received an email from Kim McGeoghegan from Golden State Risk Management Authority with an attached memo regarding AB2298 (firefighter accident liability).
- 2/6/13 Alan received an email from Bruce Baracco, executive officer of Mendocino LAFCO, with a request to schedule Municipal Service Review interviews with our district and other fire districts in the area.
- 2/7/13 Ted received an email from Dan Grebil, chief of the Mendocino County Fire Chiefs Association, with an announcement of the Fire Districts Association of California annual conference to be held in Napa April 4-6, 2013.
- 2/8/13 Alan received a letter from California Special Districts Association by USPS with appreciation for the district's participation in their Purchasing Card Program. A rebate check in the amount of \$365.89 was enclosed.
- 2/8/13 District received a letter from county planning and building services by USPS with an announcement of a Brown Act and Ethics Training class offered by Tom Parker, county counsel, to be held March 4, 2013 at the Mendocino Community Center. RSVP
- 2/11/13 District received an email from Katya announcing her resignation as district bookkeeper.
- 2/12/13 Scott received an email from Joe Gambetta with a comment on a Press Democrat article about a call in Albion.
- 2/13/13 Alan sent an email to the board and firefighters with a letter of resignation from the board of directors attached.
- 2/13/13 District received an email from Timothy Hallman of the county auditor's office with 2012-2013 Form 700 conflict of interest documents.
- 2/13/13 Alan received an email from Joe Gambetta with an opinion regarding his resignation from the board.
- 2/14/13 District received email from Shari Schapmire, county treasurer, with attached quarterly investment report for month ending January 31, 2013 and attached notice of roundtable discussion group meeting to be held March 14, 2013 at the Mendocino County Administration Center.
- 2/14/13 District received an email from Bruce Baracco, executive officer of LAFCO with an attached schedule for Municipal Service Review interviews.

Albion Little River Fire Protection District

Profit & Loss Detail

January 10 through February 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
Income						
82-7700-OTHER						
Deposit	2/10/2013	1000...		Bank of the West	District	365.89
Total 82-7700-OTHER						365.89
Total Income						365.89
Gross Profit						365.89
Expense						
86-1014-MISC EMPLOYEE BENEFITS						
Firefighter Stipends						
Gene...	2/10/2013	512R	Chris Johnson	Reverse of GJE 512 -- For CHK 04113306 ...	District	-300.00
Total Firefighter Stipends						-300.00
Total 86-1014-MISC EMPLOYEE BENEFITS						-300.00
86-2050-CLOTHING & PERSONAL ITE						
Structure Boots						
Check	1/20/2013	3639	L.N Curtis & Sons	#1254354-00 Structure boots	District	308.31
Total Structure Boots						308.31
86-2050-CLOTHING & PERSONAL ITE - Other						
Check	1/20/2013	3636	L.N Curtis & Sons	#1252568-00 Headlamps	District	470.38
Total 86-2050-CLOTHING & PERSONAL ITE - Other						470.38
Total 86-2050-CLOTHING & PERSONAL ITE						778.69
86-2060-COMMUNICATIONS						
INTERNET SERVICE						
Comcast						
Check	1/20/2013	3640	Comcast	8155300570124362	District	67.48
Check	2/3/2013	3645	Comcast	8155300570034801	District	82.48
Total Comcast						149.96
Total INTERNET SERVICE						149.96
TELEPHONE						
ATT						
Check	1/20/2013	3638	AT&T	96075541735558	District	151.87
Total ATT						151.87
ECG						
Check	1/16/2013	EFT	ECG Enhanced Comm...	2319611	District	12.87
Total ECG						12.87
Total TELEPHONE						164.74
Total 86-2060-COMMUNICATIONS						314.70
86-2080-FOOD						
Check	1/20/2013	3635	James B Montgomery	Reimb. for Training food Albion Grocery 07...	District	31.41
Check	2/3/2013	3651	Timothy Donald Gitchel	Reimb. Albion Grocery 01/19/13	District	22.50
Total 86-2080-FOOD						53.91
86-2120-MAINTENANCE EQUIPMENT						
Vehicle Maintenance						
8130						
Check	2/3/2013	3646	Rhoades Auto Parts	Belt	District	75.47
Total 8130						75.47
8132						
Check	2/3/2013	3646	Rhoades Auto Parts	Belt	District	75.47
Total 8132						75.47
Total Vehicle Maintenance						150.94
Total 86-2120-MAINTENANCE EQUIPMENT						150.94

Albion Little River Fire Protection District
Profit & Loss Detail
January 10 through February 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
86-2130-MAINTENANCE STRUCTURES						
Station 810						
Check	2/10/2013	3654	Marsha A. Regan	#576671	District	125.25
Total Station 810						125.25
Station 811						
Check	2/10/2013	3654	Marsha A. Regan	#576671	District	45.00
Total Station 811						45.00
86-2130-MAINTENANCE STRUCTURES - Other						
Check	1/20/2013	3635	James B Montgomery	Reimb. for trash disposal A 9632Solid Was...	District	73.15
Total 86-2130-MAINTENANCE STRUCTURES - Other						73.15
Total 86-2130-MAINTENANCE STRUCTURES						243.40
86-2140-MEDICAL, LAB SUPPLIES						
Gasses						
Eureka Oxygen						
Check	1/13/2013	3631	Eureka Oxygen Co	#DM00637406 & SC	District	103.25
Total Eureka Oxygen						103.25
Matheson Tri-Gas						
Check	2/3/2013	3643	Matheson Tri-Gas Inc.	10206 #06292989	District	66.95
Total Matheson Tri-Gas						66.95
Total Gasses						170.20
Lab Supplies						
Check	1/20/2013	3637	Emergency Medical Pr...	#1522532 medical supplies	District	1,586.79
Check	2/3/2013	3652	Guy Casey	Reimb. Med Supplies Racines 1/16/13	District	12.68
Total Lab Supplies						1,599.47
Total 86-2140-MEDICAL, LAB SUPPLIES						1,769.67
86-2170-DISTRICT OFFICE SUPPLIE						
Paper, Ink, Materials						
Credit...	1/15/2013		Office Depot	#640450305-001 office supplies	District	129.16
Credit...	1/23/2013		Staples	#9236381334 office supplies	District	107.69
Total Paper, Ink, Materials						236.85
86-2170-DISTRICT OFFICE SUPPLIE - Other						
Credit...	1/28/2013		USPS	po box key	District	9.00
Total 86-2170-DISTRICT OFFICE SUPPLIE - Other						9.00
Total 86-2170-DISTRICT OFFICE SUPPLIE						245.85
86-2181-AUDITING & FISCAL SERVI						
Bookkeeping Services						
Check	1/25/2013	3641	Katsiaryna Gregonis	#54-1	District	200.00
Check	2/3/2013	3642	Katsiaryna Gregonis	#54-2	District	112.10
Total Bookkeeping Services						312.10
Total 86-2181-AUDITING & FISCAL SERVI						312.10
86-2185-MED AND DENTAL						
Firefighter Immunization						
Check	2/3/2013	3649	Mendocino Coast Clinics	1/10/13 Andrea	District	49.00
Total Firefighter Immunization						49.00
86-2185-MED AND DENTAL - Other						
Check	2/5/2013	3653	North Coast Family He...	8/29/12 Adam Matthews DMV evaluation	District	204.00
Total 86-2185-MED AND DENTAL - Other						204.00
Total 86-2185-MED AND DENTAL						253.00
86-2187-EDUCATION & TRAINING						
EMT						
Check	2/3/2013	3650	Mendocino County Offi...	#130188 EMT J. Hendricks, E. Scott, G. C...	District	1,925.00
Total EMT						1,925.00

Albion Little River Fire Protection District
Profit & Loss Detail
January 10 through February 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
86-2187-EDUCATION & TRAINING - Other						
Check	1/20/2013	3635	James B Montgomery	Reimb. for CPR class fro Jaimie Placido a...	District	130.00
Total 86-2187-EDUCATION & TRAINING - Other						130.00
Total 86-2187-EDUCATION & TRAINING						2,055.00
86-2210-RENT LEASES						
STATION 810 ANNUAL RENT						
Check	1/13/2013	3633	Earl Latham	Rent 2013	District	50.00
Total STATION 810 ANNUAL RENT						50.00
Total 86-2210-RENT LEASES						50.00
86-2250-TRANSPORTATION & TRAVEL						
FLEET FUEL						
Eel River Fuels						
Check	1/13/2013	3630	Eel River Fuels, Inc.	706 #181251	District	62.07
Check	2/10/2013	3656	Eel River Fuels, Inc.	706 #188607	District	33.22
Total Eel River Fuels						95.29
Walsh Oil						
Check	2/3/2013	3644	Walsh Oil	13015 #197771	District	341.67
Check	2/3/2013	3648	Walsh Oil	13015 #197692	District	490.40
Total Walsh Oil						832.07
Total FLEET FUEL						927.36
Total 86-2250-TRANSPORTATION & TRAVEL						927.36
86-2260-UTILITIES						
Albion Water District						
Check	1/13/2013	3632	Albion Mutual Water C...	#1345 Jan-Mar 2013	District	135.00
Total Albion Water District						135.00
PG&E						
Check	2/10/2013	3655	PG&E	0210095100-9	District	160.25
Total PG&E						160.25
Thompson Septic Service						
Check	2/10/2013	3657	Thompson's PortaSepti...	#17020	District	98.05
Total Thompson Septic Service						98.05
Waste Management						
Check	2/3/2013	3647	Waste Management	799-0001196-2561-4 Last invoice closed a...	District	13.57
Total Waste Management						13.57
Total 86-2260-UTILITIES						406.87
Total Expense						7,261.49
Net Income						-6,895.60

Albion Little River Fire Protection District
Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Income				
82-1110 CURRENT SECURED TAX	39,664.15	73,614.00	-33,949.85	53.9%
82-1120-CURRENT UNSECURED TAX	2,432.36	2,470.00	-37.64	98.5%
82-1130-SB813 SUPPLEMENTAL TAX	-291.05	28.00	-319.05	-1,039.5%
82-1220-PRIOR UNSECURED TAX	0.00	101.00	-101.00	0.0%
82-1300-SPECIAL TAX	44,834.00	82,080.00	-37,246.00	54.6%
82-1600-TIMBER TAX	150.43	125.00	25.43	120.3%
82-1700-Highway Property Rental	8.68			
82-4100-INTEREST INCOME	305.97	925.00	-619.03	33.1%
82-5481-HOMEOWNER PROPERTY TAX	0.00	770.00	-770.00	0.0%
82-7700-OTHER	815.89			
Total Income	87,920.43	160,113.00	-72,192.57	54.9%
Gross Profit	87,920.43	160,113.00	-72,192.57	54.9%
Expense				
86-1014-MISC EMPLOYEE BENEFITS				
Firefighter Stipends	20,972.00	21,272.00	-300.00	98.6%
Total 86-1014-MISC EMPLOYEE BENEFITS	20,972.00	21,272.00	-300.00	98.6%
86-1035-WORKERS COMPENSATION IN				
86-2050-CLOTHING & PERSONAL ITE	0.00	9,000.00	-9,000.00	0.0%
Fire Shelters	69.94	4,000.00	-3,930.06	1.7%
Med Bag	664.07	1,700.00	-1,035.93	39.1%
Raingear	0.00	3,500.00	-3,500.00	0.0%
SCBA Masks	0.00	3,500.00	-3,500.00	0.0%
Structure Boots	812.57	1,400.00	-587.43	58.0%
Turnouts	124.94	12,500.00	-12,375.06	1.0%
Water Gear	0.00	2,000.00	-2,000.00	0.0%
Wildland Boots	2,161.71	3,200.00	-1,038.29	67.6%
86-2050-CLOTHING & PERSONAL ITE - Other	36,493.42	23,200.00	13,293.42	157.3%
Total 86-2050-CLOTHING & PERSONAL ITE	40,326.65	55,000.00	-14,673.35	73.3%
86-2060-COMMUNICATIONS				
INTERNET SERVICE				
Comcast	1,117.94	1,600.00	-482.06	69.9%
Total INTERNET SERVICE	1,117.94	1,600.00	-482.06	69.9%
TELEPHONE				
ATT	1,189.97	2,200.00	-1,010.03	54.1%
ECG	119.92			
Total TELEPHONE	1,309.89	2,200.00	-890.11	59.5%
WEBHOSTING				
86-2060-COMMUNICATIONS - Other	74.00	200.00	-126.00	37.0%
86-2060-COMMUNICATIONS - Other	61.13			
Total 86-2060-COMMUNICATIONS	2,562.96	4,000.00	-1,437.04	64.1%
86-2080-FOOD				
86-2101-INSURANCE GENERAL	526.73	1,500.00	-973.27	35.1%
86-2120-MAINTENANCE EQUIPMENT	0.00	8,000.00	-8,000.00	0.0%
Firefighting Equipment	170.94			
Medical Equipment	0.00	2,000.00	-2,000.00	0.0%
Radio Maintenance	2,699.85	1,200.00	1,499.85	225.0%
Rescue Equipment	865.53	500.00	365.53	173.1%
Vehicle Maintenance				
8130	75.47	5,000.00	-4,924.53	1.5%
8131	528.56	2,000.00	-1,471.44	26.4%
8132	-327.33	2,000.00	-2,327.33	-16.4%
8162	4,956.21	4,000.00	956.21	123.9%
8163	0.00	2,000.00	-2,000.00	0.0%
8165	1,255.16	2,000.00	-744.84	62.8%
8170	1,757.48	4,000.00	-2,242.52	43.9%
8181	34.31	2,000.00	-1,965.69	1.7%
8191	0.00	2,000.00	-2,000.00	0.0%
8192	312.15	4,000.00	-3,687.85	7.8%
8195 ZODIAC & TRAILER	1,152.85	10,000.00	-8,847.15	11.5%
8196 RIVER BOAT & TRAILER	52.46	500.00	-447.54	10.5%

Albion Little River Fire Protection District
Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
8198 PWC & Trailer	0.00	500.00	-500.00	0.0%
Vehicle Maintenance - Other	683.46	2,000.00	-1,316.54	34.2%
Total Vehicle Maintenance	10,480.78	42,000.00	-31,519.22	25.0%
86-2120-MAINTENANCE EQUIPMENT - Other	1,070.02			
Total 86-2120-MAINTENANCE EQUIPMENT	15,287.12	45,700.00	-30,412.88	33.5%
86-2130-MAINTENANCE STRUCTURES				
Mowing	0.00	1,000.00	-1,000.00	0.0%
Station 810	1,196.65	1,500.00	-303.35	79.8%
Station 811	843.07	500.00	343.07	168.6%
Station 812				
Gravel	371.74	2,000.00	-1,628.26	18.6%
Station 812 - Other	144.68			
Total Station 812	516.42	2,000.00	-1,483.58	25.8%
Station 813	153.98			
86-2130-MAINTENANCE STRUCTURES - Other	87.36	500.00	-412.64	17.5%
Total 86-2130-MAINTENANCE STRUCTURES	2,797.48	5,500.00	-2,702.52	50.9%
86-2140-MEDICAL, LAB SUPPLIES				
Gasses				
Eureka Oxygen	989.71	1,000.00	-10.29	99.0%
Matheson Tri-Gas	721.50	1,000.00	-278.50	72.2%
Total Gasses	1,711.21	2,000.00	-288.79	85.6%
Lab Supplies	3,961.02	7,000.00	-3,038.98	56.6%
86-2140-MEDICAL, LAB SUPPLIES - Other	1,236.15			
Total 86-2140-MEDICAL, LAB SUPPLIES	6,908.38	9,000.00	-2,091.62	76.8%
86-2150-MEMBERSHIPS				
CALSTAR	30.00	1,000.00	-970.00	3.0%
CSDA	0.00	700.00	-700.00	0.0%
Mendocino Ambulance SVC	0.00	1,000.00	-1,000.00	0.0%
REACH	25.00	1,000.00	-975.00	2.5%
86-2150-MEMBERSHIPS - Other	662.00			
Total 86-2150-MEMBERSHIPS	717.00	3,700.00	-2,983.00	19.4%
86-2170-DISTRICT OFFICE SUPPLIE				
Paper, Ink, Materials	1,264.61	1,500.00	-235.39	84.3%
Postage	421.53	150.00	271.53	281.0%
Software	232.97	250.00	-17.03	93.2%
86-2170-DISTRICT OFFICE SUPPLIE - Other	1,039.36	1,100.00	-60.64	94.5%
Total 86-2170-DISTRICT OFFICE SUPPLIE	2,958.47	3,000.00	-41.53	98.6%
86-2181-AUDITING & FISCAL SERVI				
Bi-Annual Independent Audit	57.03	4,000.00	-3,942.97	1.4%
Bookkeeping Services	2,682.11	4,000.00	-1,317.89	67.1%
Total 86-2181-AUDITING & FISCAL SERVI	2,739.14	8,000.00	-5,260.86	34.2%
86-2185-MED AND DENTAL				
Firefighter Immunization	539.00	3,500.00	-2,961.00	15.4%
86-2185-MED AND DENTAL - Other	204.00			
Total 86-2185-MED AND DENTAL	743.00	3,500.00	-2,757.00	21.2%
86-2187-EDUCATION & TRAINING				
CPR	0.00	1,000.00	-1,000.00	0.0%
EMT	1,925.00			
86-2187-EDUCATION & TRAINING - Other	2,156.16	9,000.00	-6,843.84	24.0%
Total 86-2187-EDUCATION & TRAINING	4,081.16	10,000.00	-5,918.84	40.8%
86-2189-PROFESIONAL & SPECIAL S				
COUNTY COUNSEL SERVICES	648.00	1,500.00	-852.00	43.2%
86-2189-PROFESIONAL & SPECIAL S - Other	785.00			
Total 86-2189-PROFESIONAL & SPECIAL S	1,433.00	1,500.00	-67.00	95.5%

Albion Little River Fire Protection District
Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
86-2210-RENT LEASES				
STATION 810 ANNUAL RENT	50.00	50.00	0.00	100.0%
Total 86-2210-RENT LEASES	50.00	50.00	0.00	100.0%
86-2220-SMALL TOOLS & SUPPLIES				
BATTERIES	41.93	500.00	-458.07	8.4%
MISC. HARDWARE	327.50	500.00	-172.50	65.5%
86-2220-SMALL TOOLS & SUPPLIES - Other	372.79	3,000.00	-2,627.21	12.4%
Total 86-2220-SMALL TOOLS & SUPPLIES	742.22	4,000.00	-3,257.78	18.6%
86-2231-ELECTION SUPERVISION & COUNTY CLERK-ELECTION SERVICES	0.00	400.00	-400.00	0.0%
Total 86-2231-ELECTION SUPERVISION &	0.00	400.00	-400.00	0.0%
86-2250-TRANSPORTATION & TRAVEL				
FLEET FUEL				
CREDIT CARD CHARGE	505.54			
Eel River Fuels	567.07	2,000.00	-1,432.93	28.4%
Walsh Oil	4,708.27	9,000.00	-4,291.73	52.3%
FLEET FUEL - Other	60.40			
Total FLEET FUEL	5,841.28	11,000.00	-5,158.72	53.1%
86-2250-TRANSPORTATION & TRAVEL - Other	13.13			
Total 86-2250-TRANSPORTATION & TRAVEL	5,854.41	11,000.00	-5,145.59	53.2%
86-2260-UTILITIES				
Albion Water District	405.00	540.00	-135.00	75.0%
PG&E	1,734.23	3,000.00	-1,265.77	57.8%
Suburban Propane	417.31	1,200.00	-782.69	34.8%
Thompson Septic Service	873.70	1,500.00	-626.30	58.2%
Waste Management	263.45	400.00	-136.55	65.9%
Total 86-2260-UTILITIES	3,693.69	6,640.00	-2,946.31	55.6%
86-3113-PAYMNTS TO GOVT AGENCIE				
COUNTY ASSESSOR-TAX ASSESSMENT	0.00	100.00	-100.00	0.0%
COUNTY AUDITOR-TAX COLLECTION	0.00	1,200.00	-1,200.00	0.0%
FIREFIGHTER BACKGROUND CHECK	61.00	3,500.00	-3,439.00	1.7%
LAFCO-DUES	312.21	500.00	-187.79	62.4%
86-3113-PAYMNTS TO GOVT AGENCIE - Other	0.00			
Total 86-3113-PAYMNTS TO GOVT AGENCIE	373.21	5,300.00	-4,926.79	7.0%
86-4360-BUILDINGS & IMPROVEMENT				
STATION 811				
NEW STATION	0.00	75,000.00	-75,000.00	0.0%
WATER TANK	3,352.86	6,000.00	-2,647.14	55.9%
STATION 811 - Other	150.00			
Total STATION 811	3,502.86	81,000.00	-77,497.14	4.3%
STATION 812				
WATER TANK	2,973.09	6,000.00	-3,026.91	49.6%
Total STATION 812	2,973.09	6,000.00	-3,026.91	49.6%
Total 86-4360-BUILDINGS & IMPROVEMENT	6,475.95	87,000.00	-80,524.05	7.4%
86-4370-EQUIPMENT (PURCHASE)				
Firefighting Equipment				
BLOWER	0.00	1,600.00	-1,600.00	0.0%
CAFS system	359.69			
HELMET LIGHTS	0.00	5,200.00	-5,200.00	0.0%
HOSE	3,831.38	4,000.00	-168.62	95.8%
LADDERS	0.00	2,000.00	-2,000.00	0.0%
NOZZLES	0.00	3,500.00	-3,500.00	0.0%
SCBA COMPRESSOR	9,930.32	12,000.00	-2,069.68	82.8%
SCENE LIGHTING	0.00	1,500.00	-1,500.00	0.0%
Firefighting Equipment - Other	800.60			
Total Firefighting Equipment	14,921.99	29,800.00	-14,878.01	50.1%

Albion Little River Fire Protection District
Budget vs. Actual
 July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Medical Equipment				
BACKBOARDS	546.22	1,000.00	-453.78	54.6%
SUCTION	0.00	450.00	-450.00	0.0%
TRACTION SPLINT	0.00	1,200.00	-1,200.00	0.0%
Total Medical Equipment	546.22	2,650.00	-2,103.78	20.6%
Radios	2,849.62	5,000.00	-2,150.38	57.0%
Rescue Equipment	1,039.44			
Vehicles	0.00	50,000.00	-50,000.00	0.0%
86-4370-EQUIPMENT (PURCHASE) - Other	1,024.51			
Total 86-4370-EQUIPMENT (PURCHASE)	20,381.78	87,450.00	-67,068.22	23.3%
Total Expense	139,624.35	390,512.00	-250,887.65	35.8%
Net Income	-51,703.92	-230,399.00	178,695.08	22.4%

Albion Little River Fire Protection District
Profit & Loss Detail
January 10 through February 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
Income						
82-7700-OTHER						
Deposit	1/13/2013	623...	Navarro Ridge Ranch		FD Donations	1,000.00
Deposit	1/13/2013	3838	David R. Lackey & Kathleen C. Casper		FD Donations	500.00
Deposit	1/13/2013	1923	Bruce Conzelman		FD Donations	500.00
Deposit	1/13/2013	1034	Donald & Sharon Goodman		FD Donations	500.00
Deposit	1/20/2013	6972	Meredythe G. Dailey		FD Donations	100.00
Deposit	2/3/2013	6330	Hal & Sidra Stone		FD Donations	100.00
Total 82-7700-OTHER						<u>2,700.00</u>
Total Income						<u>2,700.00</u>
Gross Profit						<u>2,700.00</u>
Expense						<u> </u>
Net Income						<u><u>2,700.00</u></u>

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
MONTHLY
FUNDS BALANCE SUMMARY**

DATE	1/10/2013				2/10/2013
FUND	PREVIOUS BALANCE	CHANGES IN PREVIOUS PERIOD	INCOME	EXPENSE	CURRENT BALANCE
TAX REVENUE FUND	\$162,322.03		\$85,219.74	\$9,014.09	\$238,527.68
FIRE DEPARTMENT FUND (DONATIONS)	\$28,606.94	\$4,425.00	\$2,700.00		\$35,731.94
		(Opening Balance)			
BUILDING FUND CHECKING	\$5,208.55		\$0.22		\$5,208.77
BUILDING FUND SAVINGS	\$13,564.39				\$13,564.39
TOTAL FUNDS BALANCE	\$209,701.91				\$293,032.78

Albion Little River Fire Protection District
Reconciliation Summary
 District Checking, Period Ending 01/31/2013

	Jan 31, 13
Beginning Balance	10,445.43
Cleared Transactions	
Checks and Payments - 25 items	-6,843.33
Deposits and Credits - 3 items	11,322.70
Total Cleared Transactions	4,479.37
Cleared Balance	14,924.80
Uncleared Transactions	
Checks and Payments - 3 items	-1,871.35
Total Uncleared Transactions	-1,871.35
Register Balance as of 01/31/2013	13,053.45
New Transactions	
Checks and Payments - 18 items	-5,038.08
Total New Transactions	-5,038.08
Ending Balance	8,015.37

Albion Little River Fire Protection District
Reconciliation Detail
District Checking, Period Ending 01/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,445.43
Cleared Transactions						
Checks and Payments - 25 items						
Check	12/19/2012	3609	Emergency Medical...	X	-1,228.15	-1,228.15
Check	12/23/2012	3614	Nathaniel Norling	X	-300.00	-1,528.15
Check	12/30/2012	3618	Katsiaryna Gregonis	X	-395.04	-1,923.19
Check	12/30/2012	3617	Comcast	X	-80.46	-2,003.65
Check	12/30/2012	3619	Matheson Tri-Gas I...	X	-62.30	-2,065.95
Check	1/2/2013	3620	L.N Curtis & Sons	X	-176.81	-2,242.76
Check	1/2/2013	3621	Rhoades Auto Parts	X	-107.96	-2,350.72
Check	1/6/2013	3624	Rossi's Building Ma...	X	-180.33	-2,531.05
Check	1/6/2013	3625	PG&E	X	-170.51	-2,701.56
Check	1/6/2013	3623	Waste Management	X	-37.16	-2,738.72
Check	1/6/2013	3622	Marshall Brown	X	-32.71	-2,771.43
Check	1/6/2013	3626	Village Hardware	X	-10.73	-2,782.16
Check	1/9/2013	3627	County Of Mendocino	X	-552.00	-3,334.16
Check	1/9/2013	3628	Marsha A. Regan	X	-146.25	-3,480.41
Check	1/9/2013	3629	Thompson's PortaS...	X	-97.95	-3,578.36
Check	1/13/2013	3634	Bank of The West	X	-1,753.74	-5,332.10
Check	1/13/2013	3632	Albion Mutual Wate...	X	-135.00	-5,467.10
Check	1/13/2013	3631	Eureka Oxygen Co	X	-103.25	-5,570.35
Check	1/13/2013	3630	Eel River Fuels, Inc.	X	-62.07	-5,632.42
Check	1/16/2013	EFT	ECG Enhanced Co...	X	-12.87	-5,645.29
Check	1/20/2013	3636	L.N Curtis & Sons	X	-470.38	-6,115.67
Check	1/20/2013	3639	L.N Curtis & Sons	X	-308.31	-6,423.98
Check	1/20/2013	3638	AT&T	X	-151.87	-6,575.85
Check	1/20/2013	3640	Comcast	X	-67.48	-6,643.33
Check	1/25/2013	3641	Katsiaryna Gregonis	X	-200.00	-6,843.33
Total Checks and Payments					-6,843.33	-6,843.33
Deposits and Credits - 3 items						
Transfer	1/3/2013	0414...	County Check	X	7,145.48	7,145.48
Transfer	1/17/2013	0414...	County Check	X	2,423.48	9,568.96
Transfer	1/24/2013	0414...	County Check	X	1,753.74	11,322.70
Total Deposits and Credits					11,322.70	11,322.70
Total Cleared Transactions					4,479.37	4,479.37
Cleared Balance					4,479.37	14,924.80
Uncleared Transactions						
Checks and Payments - 3 items						
Check	1/13/2013	3633	Earl Latham		-50.00	-50.00
Check	1/20/2013	3637	Emergency Medical...		-1,586.79	-1,636.79
Check	1/20/2013	3635	James B Montgomery		-234.56	-1,871.35
Total Checks and Payments					-1,871.35	-1,871.35
Total Uncleared Transactions					-1,871.35	-1,871.35
Register Balance as of 01/31/2013					2,608.02	13,053.45
New Transactions						
Checks and Payments - 18 items						
Check	2/3/2013	3650	Mendocino County ...		-1,925.00	-1,925.00
Check	2/3/2013	3648	Walsh Oil		-490.40	-2,415.40
Check	2/3/2013	3644	Walsh Oil		-341.67	-2,757.07
Check	2/3/2013	3646	Rhoades Auto Parts		-150.94	-2,908.01
Check	2/3/2013	3642	Katsiaryna Gregonis		-112.10	-3,020.11
Check	2/3/2013	3645	Comcast		-82.48	-3,102.59
Check	2/3/2013	3643	Matheson Tri-Gas I...		-66.95	-3,169.54
Check	2/3/2013	3649	Mendocino Coast C...		-49.00	-3,218.54
Check	2/3/2013	3651	Timothy Donald Git...		-22.50	-3,241.04
Check	2/3/2013	3647	Waste Management		-13.57	-3,254.61
Check	2/3/2013	3652	Guy Casey		-12.68	-3,267.29
Check	2/5/2013	3653	North Coast Family ...		-204.00	-3,471.29
Check	2/10/2013	3658	Bank of The West		-1,090.19	-4,561.48
Check	2/10/2013	3654	Marsha A. Regan		-170.25	-4,731.73
Check	2/10/2013	3655	PG&E		-160.25	-4,891.98
Check	2/10/2013	3657	Thompson's PortaS...		-98.05	-4,990.03

Albion Little River Fire Protection District
Reconciliation Detail
District Checking, Period Ending 01/31/2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Check	2/10/2013	3656	Eel River Fuels, Inc.		-33.22	-5,023.25
Check	2/16/2013	EFT	ECG Enhanced Co...		-14.83	-5,038.08
Total Checks and Payments					-5,038.08	-5,038.08
Total New Transactions					-5,038.08	-5,038.08
Ending Balance					-2,430.06	8,015.37

Albion Little River Fire Protection District
Reconciliation Summary
Building Fund - Checking, Period Ending 01/31/2013

	<u>Jan 31, 13</u>
Beginning Balance	0.00
Cleared Transactions	
Deposits and Credits - 2 items	5,208.77
Total Cleared Transactions	<u>5,208.77</u>
Cleared Balance	<u>5,208.77</u>
Register Balance as of 01/31/2013	5,208.77
Ending Balance	5,208.77

**Albion Little River Fire Protection District
Reconciliation Detail
Building Fund - Checking, Period Ending 01/31/2013**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	1/1/2013			X	5,208.55	5,208.55
Deposit	1/31/2013			X	0.22	5,208.77
Total Deposits and Credits					<u>5,208.77</u>	<u>5,208.77</u>
Total Cleared Transactions					<u>5,208.77</u>	<u>5,208.77</u>
Cleared Balance					<u>5,208.77</u>	<u>5,208.77</u>
Register Balance as of 01/31/2013					<u>5,208.77</u>	<u>5,208.77</u>
Ending Balance					<u><u>5,208.77</u></u>	<u><u>5,208.77</u></u>

Albion Little River Fire Protection District
Reconciliation Summary
Fire Department - Donations, Period Ending 01/31/2013

	Jan 31, 13
Beginning Balance	31,621.94
Cleared Transactions	
Checks and Payments - 2 items	-1,324.44
Deposits and Credits - 4 items	5,334.44
Total Cleared Transactions	4,010.00
Cleared Balance	<u>35,631.94</u>
Register Balance as of 01/31/2013	35,631.94
New Transactions	
Deposits and Credits - 1 item	100.00
Total New Transactions	100.00
Ending Balance	<u><u>35,731.94</u></u>

Albion Little River Fire Protection District
Reconciliation Detail
Fire Department - Donations, Period Ending 01/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,621.94
Cleared Transactions						
Checks and Payments - 2 items						
Check	1/2/2013	1003	Marshall Brown	X	-713.16	-713.16
Check	1/2/2013	1002	Andrew Crowningsh...	X	-611.28	-1,324.44
Total Checks and Payments					-1,324.44	-1,324.44
Deposits and Credits - 4 items						
Deposit	1/2/2013			X	1,324.44	1,324.44
Deposit	1/9/2013			X	1,410.00	2,734.44
Deposit	1/13/2013			X	2,500.00	5,234.44
Deposit	1/20/2013			X	100.00	5,334.44
Total Deposits and Credits					5,334.44	5,334.44
Total Cleared Transactions					4,010.00	4,010.00
Cleared Balance					4,010.00	35,631.94
Register Balance as of 01/31/2013					4,010.00	35,631.94
New Transactions						
Deposits and Credits - 1 item						
Deposit	2/3/2013				100.00	100.00
Total Deposits and Credits					100.00	100.00
Total New Transactions					100.00	100.00
Ending Balance					4,110.00	35,731.94

SUSAN M. RANOCHAK
ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES



COUNTY OF MENDOCINO

COUNTY CLERK-RECORDER
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: www.co.mendocino.ca.us/acr

ASSESSOR
(707) 463-4311

KATRINA BARTOLOMIE
ASSISTANT REGISTRAR OF VOTERS
ACTING ASSISTANT CLERK RECORDER
(707) 463-4371

County Clerk: (707) 463-4370
Recorder: (707) 463-4376
CLERK-RECORDER FAX: (707) 463-4257

January 15, 2013

13-01-17P02:10 RCVD

Albion/Little River Fire Protection District
Attn: Alan Taeger
PO Box 634
Aibion, CA 95410

Dear Alan:

In preparation for the November 2013 Special District Election, I have put together a list of helpful hints for secretaries and directors of special districts. I hope this list helps make your job easier by knowing why the information we request is needed. It is in no way prepared to tell you how to do your job.

Uniform District Election Law (Election Code 10500 – 10556)

Uniform district election laws dictate that special district elections are held in November of odd numbered years (there are exceptions for districts formed in even numbered years – see *E.C. 10505*).

E.C. 10509 – about 6 months before your election, our office sends out a mailing with important information regarding the upcoming election. The district is required to complete and return the "Notice of Elective Offices to be Filled" form, a current map of the district (*E.C. 10522*), a copy of the district's regulations on payment of candidate's statement of qualifications and a list of current officers whose terms expire, whether they were appointed or elected and whether their term to be filled is short (2 years) or long (4 years). **A short term occurs when a person is appointed to fill a vacancy and a general district election occurs between the time of the appointment and the normal expiration date of the term.**

The above information is very important to the administration of your election. Our office will publish the required legal notice advising the public about the election and the deadlines for candidate filing. Please encourage incumbents and interested voters to file a candidacy form. These positions are elected public offices. The district is limited in the appointment process by the codes that govern your particular district, (re: water codes, etc.). Candidate filing forms are available at this office (*E.C. 10510*). Although this code section allows the elections official to authorize the district secretary to issue forms, our policy is to keep that duty here in this office to insure the candidate completes the forms correctly and the candidate qualifies for placement on the ballot. Filing deadlines are final and if a mistake is made on the form, we may be unable to accept it. We do, however, allow candidates to file by mail if they cannot get to the office.

Then the responsibility of filling out the form completely is on the candidate. We would still require all original paperwork be submitted to this office before the deadline (*E.C. 10513*).

Per *E.C. 10515*, after the candidate-filing deadline, this office will have a candidate list available for all districts at their request. If more candidates file than there are open positions, there will be an election in the district. If the same or fewer candidates file for open positions, the County Board of Supervisors will appoint in lieu of election, all candidates who file. This office sends a notice to the Board of Supervisors with the number of open positions and a list of candidates eligible to be appointed. These appointments are made for the appropriate terms. If no one files for the open positions, the district has an opportunity to contact their representative on the Board of Supervisors and suggest any interested persons for appointment to the district (all directors of special district boards must be registered voters – any other qualifications depend on the laws or requirements governing the particular district, such as residency requirements). If vacancies remain in the district after the election, there are no provisions in the code for districts to make their own appointments unless the vacancy is caused by the resignation or otherwise disqualification of a current member.

This office will send out bills to the districts that don't go to election. We charge a flat fee of \$300, set by the Board of Supervisors, for work done prior to and during the candidacy filing period. Districts that go to an election will be billed the actual cost of conducting the election (*E.C. 10520*). An estimate for the cost of an election is very difficult. It depends on the number of districts who are on the ballot, if they will be sharing costs and the type of election with which they are consolidating. For instance, if districts consolidate their election with a Primary election (Presidential and Gubernatorial) it will be much more expensive because of the addition of party ballots. Even when estimates are made, they are not always 100% accurate because of the many different situations that can come up during the administration of each election.

Once the election is held, districts are sent a certified statement of all votes cast and a declaration of candidates elected (*E.C. 10550*). Candidates are sent a Certificate of Election & Oath of Office form (*E.C. 10553*). This form is to be signed and the oath taken before someone qualified to administer oaths (a notary public or Deputy Clerk at the County Clerk's office). These completed forms should be sent to our office BEFORE commencing the duties of the position so we can verify that directors have taken their oath.

When a director resigns or is otherwise disqualified, the district can appoint (see *Government Code Section 1780 for guidelines*) someone to fill the vacancy until the next general district election. That means if a director is elected to a 4 years term but resigns within the first year of the term, the district can appoint someone else to fill the vacancy only until the next election. That office would then be up for election for a short term.

Please keep this office up to date with the mailing address, phone number, fax number and/or e-mail address of the district and the secretary's name and contact information. There are many times that we need to contact the district and sometimes it is difficult to contact the smaller districts who don't have offices open every day. Your current contact information is: **Alan Taeger - 937-1054, PO Box 634 Albion, CA 95410**

That's about it. As explained above, this information is offered to help you and is not in any way meant to tell you how to do your job.

As of this date, we show the directors and terms of office for the Albion/Little River Fire Protection District are:

Ed Petrykowski	11/15
Alan Taeger	11/15
Richard Riley	11/15
Terry Kemp	11/13
Ken Matheson	11/13

Please let us know if the above (including the district contact) is correct according to your records.

If you have any questions about the election process or comments about this letter, please feel free to call me at the above number.

Sincerely,

SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder



Katrina Bartolomie
Assistant Registrar of Voters

Alan Taeger

From: Shari Schapmire <schapmis@co.mendocino.ca.us>
Sent: Tuesday, January 22, 2013 5:26 PM
To: Albion FPD; Anderson District; Russian District; ukiahvalleysd@att.net; lorim@btcsd.org; Kathy Bull; Carl Magann; cloythomas@covelo.k12.ca.us; ngriesert@covelo.k12.ca.us; esutphin@fbusd.us; kathec@fbusd.us; Anderson CSD; larrycasteel@gmail.com; lvfpdist@gmail.com; megan@leggett.k12.ca.us; bloflin@mcn.org; eoropeza@mcn.org; jmorse@mcn.org; Mendocino CSD; laytfire@mcn.org; Manchester Elementary; megk@mcn.org; mfpd@mcn.org; Manchester Elementary; pasdo@mcn.org; pwilson@mcn.org; sivey@mcn.org; swan@mcn.org; Potter District; Potter District; vgulick@mcoe.us; vtodd@mcoe.us; ecichocki@mendocino.edu; lperryman@mendocino.edu; Covelo District; Russian Control; willitsfire@sbcglobal.net; dkubin@usd.net; sharrington@usd.net; luminart@wildblue.net; mystpwr@willitsonline.com; pvid@willitsonline.com; selliott@willitsonline.com; katiaguilar@willitsunified.com; squeak_95490@yahoo.com
Cc: Carmel Angelo; Carre Brown; Meredith Ford; Julie Forrester; Dan Gjerde; Dan Hamburg; Kyle Knopp; John McCowen; John Pinches; Lloyd Weer
Subject: Mendocino County Investments at December 31, 2012
Attachments: STAFF REPORT - QUARTERLY REPORT - JAN 2013.doc; REPORTS - DEC 2012 - HOLDINGS.pdf; INVESTMENT POLICY 2013.docx

Good Afternoon,

Attached is the Mendocino County Investment Report for the quarter ending December 31, 2012, as well as the quarterly staff report.

Also attached is the Mendocino County Investment Policy, approved by the Board of Supervisors on January 8, 2013.

As referenced in the staff report, the annual Treasury Pool Roundtable Discussion Group Meeting is scheduled for **Thursday, March 14, 2013, at 1:00 p.m.**, so please mark your calendars. Please forward to me any discussion items that you would like to see on the agenda. The official flyer will be sent out in about two weeks.

Please feel free to contact me directly with any questions or concerns.
Shari

Shari L. Schapmire

Treasurer-Tax Collector
County of Mendocino
501 Low Gap Road, Room #1060
Ukiah, CA 95482
(707) 234-6884 (Direct Line)
(707) 463-4166 (FAX)



COUNTY OF MENDOCINO

501 Low Gap Rd., Room 1060
Ukiah, California 95482
Phone (707) 463-4321
Fax (707) 463-4166

Shari L. Schapmire
Treasurer-Tax Collector

DATE: JANUARY 22, 2013
TO: MENDOCINO COUNTY POOL PARTICIPANTS
FROM: SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR
SUBJECT: INVESTMENT REPORT – DECEMBER 31, 2012

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of December 31, 2012. The investments have been made in accordance with the Investment Policy and are permitted investments according to current California law. Due to the nature of a public funds portfolio, it is mandatory that moneys be available to meet the monetary requirements inherent to operating a public entity. The attached Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

The primary and overriding objective for the investment pool is to protect the safety of the principal. The second objective is to insure a sufficient portion of all funds are invested in securities providing a high degree of liquidity and availability. The third objective is to obtain a yield commensurate to current conditions; yield shall not be the driving force in determining which investments are to be selected for purchase. Due to the current financial environment, interest apportionment rates continue to be at historically low rates and will more than likely continue that way until 2015.

Our annual Treasury Pool Roundtable Discussion Group Meeting is scheduled for Thursday, March 14, 2013, at 1:00 p.m.; this meeting will be held in Conference Room C at the Administration Center. The official flyer announcing this meeting will be sent to the governing body, as well as to all pool participants, in approximately two weeks. Please forward to me any discussion items that you would like to see on the agenda.

Please feel free to contact me directly with any questions or concerns.



PORTFOLIO CHARACTERISTICS

Average Duration	0.82
Average Coupon	0.77 %
Average Purchase YTM	0.51 %
Average Market YTM	0.39 %
Average S&P/Moody Rating	AA/Aa2
Average Final Maturity	0.97 yrs
Average Life	0.86 yrs

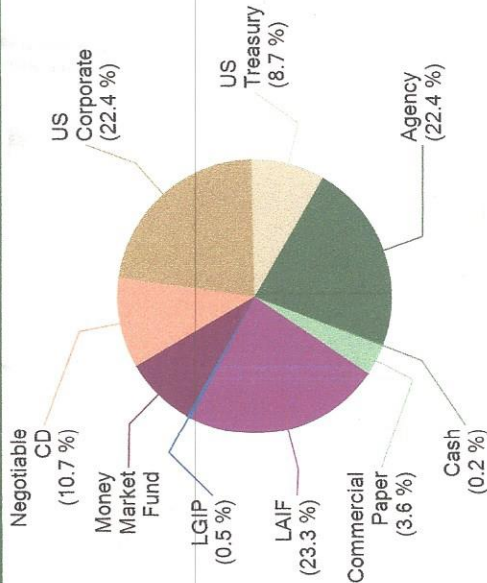
ACCOUNT SUMMARY

	Beg. Values as of 11/30/12	End Values as of 12/31/12
Market Value	194,010,777	214,233,166
Accrued Interest	331,596	340,922
Total Market Value	194,342,372	214,574,088
Income Earned	87,482	86,511
Cont/W/D		
Par	192,515,569	212,741,242
Book Value	193,661,695	213,903,300
Cost Value	193,844,167	214,111,189

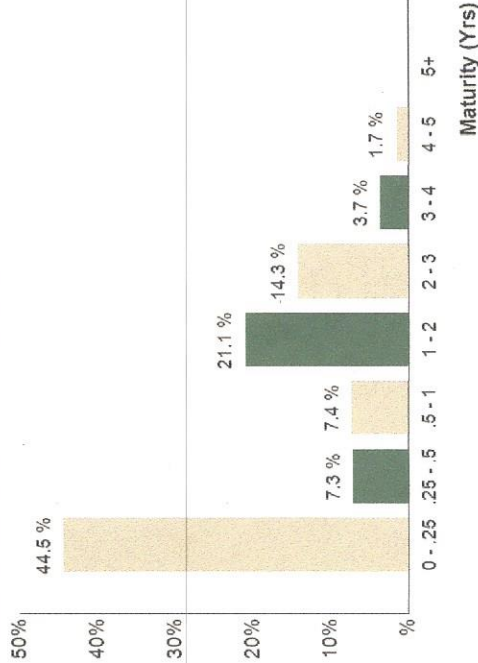
TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	23.3 %
Government of United States	8.7 %
Custodial Checking Account	7.5 %
Federal Farm Credit Bank	5.7 %
Federal Home Loan Mortgage Corp	5.4 %
Federal National Mortgage Assoc	5.2 %
Federal Home Loan Bank	5.1 %
Bank of Montreal Chicago	4.7 %
	65.6 %

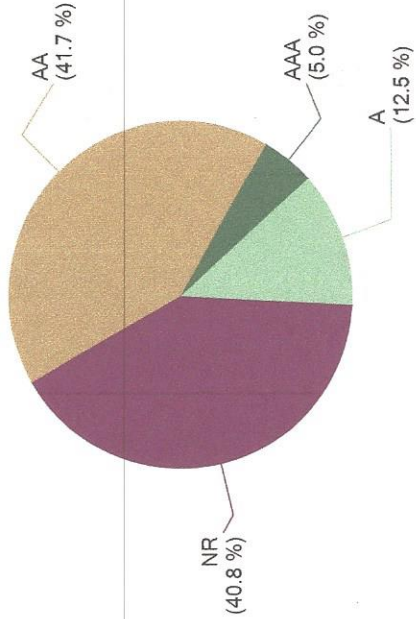
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





**Mendocino County Consolidated
Account #70006**

**Holdings Report
As of 12/31/12**

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
31331JBV4	FFCB Note 1.75% Due 2/21/2013	1,700,000.00	05/30/2012 0.21 %	1,718,938.00 1,703,630.97	100.21 0.25 %	1,703,536.00 10,743.06	0.80 % (94.97)	Aaa AA+	0.14 0.14
313385EB8	FHLB Discount Note 0.19% Due 4/8/2013	1,600,000.00	05/23/2012 0.19 %	1,597,297.78 1,599,180.89	99.95 0.19 %	1,599,180.89 0.00	0.75 % 0.00	P-1 A-1+	0.27 0.27
313589FH1	FNMA Discount Note 0.15% Due 5/8/2013	1,600,000.00	11/30/2012 0.16 %	1,598,904.67 1,599,125.11	99.95 0.16 %	1,599,125.11 0.00	0.75 % 0.00	P-1 A-1+	0.35 0.35
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	382,000.00	05/17/2012 0.29 %	402,444.64 391,850.60	102.64 0.22 %	392,080.60 7,560.42	0.19 % 230.00	Aaa AA+	0.58 0.57
31331KB82	FFCB Note 0.35% Due 10/3/2013	700,000.00	05/11/2012 0.29 %	700,602.00 700,326.53	100.13 0.18 %	700,894.60 598.89	0.33 % 568.07	Aaa AA+	0.76 0.75
3133EALT3	FFCB Note 0.3% Due 11/18/2013	1,600,000.00	05/09/2012 0.28 %	1,600,560.00 1,600,322.73	100.11 0.18 %	1,601,683.20 573.33	0.75 % 1,360.47	Aaa AA+	0.88 0.88
3136FPEX1	FNMA Callable Note 1X 3/17/2011 1.125% Due 12/17/2013	1,500,000.00	05/18/2012 0.34 %	1,518,345.00 1,511,166.52	100.25 0.86 %	1,503,784.50 656.25	0.70 % (7,382.02)	Aaa AA+	0.96 0.95
313371UC8	FHLB Note 0.875% Due 12/27/2013	1,600,000.00	05/09/2012 0.29 %	1,615,104.00 1,609,123.22	100.68 0.18 %	1,610,950.40 155.56	0.75 % 1,827.18	Aaa AA+	0.99 0.99
3134G3JR2	FHLMC Note 0.45% Due 1/9/2014	2,175,000.00	05/11/2012 0.29 %	2,180,807.25 2,178,580.34	100.27 0.18 %	2,180,902.95 4,676.25	1.02 % 2,322.61	Aaa AA+	1.02 1.02
313376UF0	FHLB Note 0.375% Due 1/29/2014	1,600,000.00	05/10/2012 0.30 %	1,602,112.00 1,601,321.68	100.20 0.19 %	1,603,160.00 2,533.33	0.75 % 1,838.32	Aaa AA+	1.08 1.07
3133EADX3	FFCB Note 0.3% Due 2/21/2014	1,600,000.00	05/23/2012 0.32 %	1,599,504.00 1,599,676.59	100.11 0.20 %	1,601,817.60 1,733.33	0.75 % 2,141.01	Aaa AA+	1.14 1.14
3134G1SG0	FHLMC Callable Note 1X 3/3/2011 1.25% Due 3/3/2014	1,000,000.00	05/11/2012 0.37 %	1,015,830.00 1,010,248.60	101.05 0.36 %	1,010,450.00 4,097.22	0.47 % 201.40	Aaa AA+	1.17 1.16
3133EALW6	FFCB Note 0.3% Due 4/23/2014	1,600,000.00	05/23/2012 0.34 %	1,598,800.00 1,599,181.12	100.10 0.22 %	1,601,603.20 906.67	0.75 % 2,422.08	Aaa AA+	1.31 1.31
313373JR4	FHLB Note 1.375% Due 5/28/2014	1,575,000.00	05/10/2012 0.33 %	1,608,457.73 1,597,932.21	101.71 0.16 %	1,601,930.93 1,985.16	0.75 % 3,998.72	Aaa AA+	1.41 1.40
3137EACU1	FHLMC Note 1% Due 7/30/2014	1,600,000.00	05/09/2012 0.37 %	1,622,161.60 1,615,712.60	101.20 0.24 %	1,619,195.20 6,711.11	0.76 % 3,482.60	Aaa AA+	1.58 1.57
3135G0BY8	FNMA Note 0.875% Due 8/28/2014	1,600,000.00	05/23/2012 0.44 %	1,615,488.00 1,611,325.37	101.01 0.26 %	1,616,110.40 4,783.33	0.76 % 4,785.03	Aaa AA+	1.66 1.64
3135G0DW0	FNMA Note 0.625% Due 10/30/2014	1,600,000.00	05/09/2012 0.44 %	1,607,428.80 1,605,487.28	100.62 0.28 %	1,609,971.20 1,694.44	0.75 % 4,483.92	Aaa AA+	1.83 1.82
3135G0KL6	FNMA Callable Note 1X 4/30/13 0.5% Due 10/30/2014	1,600,000.00	05/18/2012 0.54 %	1,598,400.00 1,598,803.59	100.07 0.29 %	1,601,124.80 1,355.56	0.75 % 2,321.21	Aaa AA+	1.83 1.07
3137EADA4	FHLMC Note 0.625% Due 12/29/2014	1,600,000.00	05/24/2012 0.61 %	1,600,432.00 1,600,331.29	100.65 0.30 %	1,610,339.20 55.56	0.75 % 10,007.91	Aaa AA+	1.99 1.98
3133XWX95	FHLB Note 2.75% Due 3/13/2015	1,700,000.00	05/30/2012 0.55 %	1,803,394.00 1,781,514.36	105.29 0.33 %	1,790,004.80 14,025.00	0.84 % 8,490.44	Aaa AA+	2.20 2.13



**Mendocino County Consolidated
Account #70006**

Holdings Report

As of 12/31/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
AGENCY									
3137EADD8	FHLMC Note 0.5% Due 4/17/2015	1,600,000.00	05/11/2012 0.51 %	1,599,753.60 1,599,807.13	100.41 0.32 %	1,606,539.20 1,644.44	0.75 % 6,732.07	Aaa AA+	2.29 2.28
880591DY5	Tennessee Valley Authority Note 4.375% Due 6/15/2015	1,425,000.00	05/29/2012 0.61 %	1,586,580.75 1,555,166.31	109.58 0.45 %	1,561,453.73 2,770.83	0.73 % 6,287.42	Aaa AA+	2.45 2.35
3133EADW5	FFCB Note 0.55% Due 8/17/2015	1,825,000.00	Various 0.56 %	1,824,474.50 1,824,605.32	100.14 0.50 %	1,827,609.75 3,736.19	0.85 % 3,004.43	Aaa AA+	2.63 2.60
3133EC7H1	FFCB Note 0.34% Due 8/17/2015	1,900,000.00	12/19/2012 0.42 %	1,895,858.00 1,895,909.24	99.88 0.39 %	1,897,765.60 251.22	0.88 % 1,856.36	Aaa AA+	2.63 2.61
3137EACM9	FHLMC Note 1.75% Due 9/10/2015	1,535,000.00	05/09/2012 0.60 %	1,593,222.55 1,581,941.33	103.66 0.38 %	1,591,237.80 8,282.60	0.75 % 9,296.47	Aaa AA+	2.69 2.62
31398A4M1	FNMA Note 1.625% Due 10/26/2015	1,600,000.00	05/17/2012 0.69 %	1,650,848.00 1,641,617.63	103.45 0.39 %	1,655,217.60 4,694.44	0.77 % 13,599.97	Aaa AA+	2.82 2.76
3134G3W55	FHLMC Note 0.45% Due 11/24/2015	1,950,000.00	12/14/2012 0.41 %	1,952,067.00 1,952,038.08	100.14 0.40 %	1,952,819.70 1,340.63	0.91 % 781.62	Aaa AA+	2.90 2.87
31331VGU4	FFCB Note 4.875% Due 12/16/2015	511,000.00	05/18/2012 0.73 %	585,529.35 572,669.61	112.87 0.49 %	576,751.39 1,037.97	0.27 % 4,081.78	Aaa AA+	2.96 2.79
3135G0CM3	FNMA Note 1.25% Due 9/28/2016	1,600,000.00	05/29/2012 0.92 %	1,622,624.00 1,619,535.01	102.59 0.55 %	1,641,512.00 5,166.67	0.77 % 21,976.99	Aaa AA+	3.75 3.65
313378GQ9	FHLB Note 1% Due 2/13/2017	1,725,000.00	10/17/2012 0.75 %	1,743,285.00 1,742,416.49	101.66 0.59 %	1,753,667.78 6,612.50	0.82 % 11,251.29	Aaa AA+	4.12 4.02
313379FW4	FHLB Note 1% Due 6/9/2017	935,000.00	09/14/2012 0.82 %	942,908.70 942,423.00	101.16 0.73 %	945,815.15 571.39	0.44 % 3,392.15	Aaa AA+	4.44 4.34
3133EAY28	FFCB Note 0.83% Due 9/21/2017	695,000.00	09/21/2012 0.81 %	695,611.60 695,579.02	100.17 0.79 %	696,172.47 1,602.36	0.33 % 593.45	Aaa AA+	4.73 4.61
Total Agency		47,233,000.00	0.45 %	47,897,774.52 47,738,549.77	0.34 %	47,864,407.75 102,555.71	22.35 % 125,857.98	Aaa AA+	1.89 1.84
CASH									
90CASH\$00	Cash Custodial Cash Account	411,376.65	Various 0.00 %	411,376.65 411,376.65	1.00 0.00 %	411,376.65 0.00	0.19 % 0.00	NR NR	0.00 0.00
Total Cash		411,376.65	N/A	411,376.65 411,376.65	0.00 %	411,376.65 0.00	0.19 % 0.00	NR NR	0.00 0.00
COMMERCIAL PAPER									
69372ANH1	Paccar Financial Discount CP 0.16% Due 1/17/2013	1,700,000.00	10/23/2012 0.16 %	1,699,357.77 1,699,879.11	99.99 0.16 %	1,699,879.11 0.00	0.79 % 0.00	P-1 A-1	0.05 0.05
40427RNU1	HSBC USA Inc Discount CP 0.268% Due 1/28/2013	750,000.00	10/19/2012 0.27 %	749,452.92 749,849.27	99.98 0.27 %	749,849.27 0.00	0.35 % 0.00	P-1 A-1	0.08 0.08
06416JP15	Bank of Nova Scotia Discount CP 0.2% Due 2/1/2013	1,700,000.00	11/13/2012 0.20 %	1,699,244.45 1,699,707.22	99.98 0.20 %	1,699,707.22 0.00	0.79 % 0.00	P-1 A-1	0.09 0.09



**Mendocino County Consolidated
Account #70006**

Holdings Report

As of 12/31/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
COMMERCIAL PAPER									
14912DQ44	Caterpillar Finance Corp Discount CP 0.18% Due 3/4/2013	1,100,000.00	12/04/2012 0.18 %	1,099,510.50 1,099,659.00	99.97 0.18 %	1,099,659.00 0.00	0.51 % 0.00	P-1 A-1	0.17 0.17
89233GRV0	Toyota Motor Credit Discount CP 0.28% Due 4/29/2013	1,600,000.00	10/25/2012 0.28 %	1,597,747.56 1,598,531.56	99.91 0.28 %	1,598,531.56 0.00	0.74 % 0.00	P-1 A-1+	0.33 0.33
4662JOT36	JP Morgan Discount CP 0.285% Due 6/3/2013	800,000.00	11/29/2012 0.29 %	798,822.00 799,031.00	99.88 0.29 %	799,031.00 0.00	0.37 % 0.00	P-1 A-1	0.42 0.42
Total Commercial Paper		7,650,000.00	0.22 %	7,644,135.20 7,646,657.16	0.22 %	7,646,657.16 0.00	3.56 % 0.00	P-1 A-1	0.17 0.17
LAIIF									
90LAIIF\$00	Local Agency Investment Fund State Pool	50,000,000.00	Various 0.32 %	50,000,000.00 50,000,000.00	1.00 0.32 %	50,000,000.00 16,556.45	23.31 % 0.00	NR NR	0.00 0.00
Total LAIF		50,000,000.00	0.32 %	50,000,000.00 50,000,000.00	0.32 %	50,000,000.00 16,556.45	23.31 % 0.00	NR NR	0.00 0.00
LGIP									
90CAMP\$00	Public Financial Management CAMP	1,000,000.00	03/31/2012 0.17 %	1,000,000.00 1,000,000.00	1.00 0.17 %	1,000,000.00 0.00	0.47 % 0.00	NR NR	0.00 0.00
Total LGIP		1,000,000.00	0.17 %	1,000,000.00 1,000,000.00	0.17 %	1,000,000.00 0.00	0.47 % 0.00	NR NR	0.00 0.00
MONEY MARKET FUND FI									
90CHECK\$1	Checking Deposit Bank Account	16,148,842.46	Various 0.00 %	16,148,842.46 16,148,842.46	1.00 0.00 %	16,148,842.46 0.00	7.53 % 0.00	NR NR	0.00 0.00
261908107	Dreyfus Treasury Cash Management Fd521	39,384.98	Various 0.01 %	39,384.98 39,384.98	1.00 0.01 %	39,384.98 0.00	0.02 % 0.00	Aaa AAA	0.00 0.00
261908107	Dreyfus Treasury Cash Management Fd521	1,695,638.27	Various 0.01 %	1,695,638.27 1,695,638.27	1.00 0.01 %	1,695,638.27 0.00	0.79 % 0.00	Aaa AAA	0.00 0.00
Total Money Market Fund FI		17,883,865.71	0.00 %	17,883,865.71 17,883,865.71	0.00 %	17,883,865.71 0.00	8.33 % 0.00	Aaa AAA	0.00 0.00
NEGOTIABLE CD									
89112WFT9	Toronto Dominion Bank Negotiable CD 0.22% Due 2/5/2013	1,700,000.00	11/26/2012 0.21 %	1,700,033.42 1,700,016.47	100.00 0.21 %	1,700,016.47 592.17	0.79 % 0.00	P-1 A-1+	0.10 0.10
06740MVL4	Barclays Bank PLC Floating Rate Yankee CD 1.062% Due 2/7/2013	5,000,000.00	02/07/2011 1.06 %	5,000,000.00 5,000,000.00	100.00 1.06 %	5,000,000.00 8,110.59	2.33 % 0.00	NR NR	0.10 0.11
78009NDY9	Royal Bank of Canada Negotiable CD 0.49% Due 2/8/2013	1,125,000.00	10/05/2012 0.25 %	1,125,911.09 1,125,283.78	100.03 0.25 %	1,125,283.78 4,991.88	0.53 % 0.00	P-1 A-1+	0.11 0.11



Mendocino County Consolidated
Account #70006

Holdings Report
As of 12/31/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
NEGOTIABLE CD									
06366US33	Bank of Montreal Chicago Floating Rate Yankee CD 0.572% Due 5/13/2013	5,000,000.00	05/12/2011 0.57 %	5,000,000.00 5,000,000.00	100.00 0.57 %	5,000,000.00 3,891.08	2.33 % 0.00	NR NR	0.36 0.12
22532XBQ0	Credit Agricole Floating Rate Yankee CD 1.313% Due 5/6/2014	5,000,000.00	05/03/2011 1.31 %	5,000,000.00 5,000,000.00	100.00 1.31 %	5,000,000.00 10,210.28	2.33 % 0.00	NR NR	1.35 0.09
06366WJB1	Bank of Montreal Floating Rate Yankee CD 0.881% Due 9/12/2014	5,000,000.00	05/03/2012 0.88 %	5,000,000.00 5,000,000.00	100.00 0.88 %	5,000,000.00 2,445.83	2.33 % 0.00	Aa2 NR	1.70 0.20
	Total Negotiable CD	22,825,000.00	0.87 %	22,825,944.51 22,825,300.25	0.87 %	22,825,300.25 30,241.83	10.65 % 0.00	Aa1 AAA	0.78 0.13
US CORPORATE									
6325C0BA8	National Australia Bank Floating Rate Note 0.832% Due 1/8/2013	5,000,000.00	05/12/2010 0.91 %	4,990,010.00 4,999,928.06	100.01 0.54 %	5,000,325.00 9,825.17	2.33 % 396.94	Aa2 AA-	0.02 0.02
46623EJA8	JP Morgan Chase Floating Rate Note 0.961% Due 2/26/2013	6,348,000.00	05/12/2010 0.88 %	6,361,762.46 6,348,754.85	100.13 0.11 %	6,356,519.02 6,097.25	2.97 % 7,764.17	A2 A	0.16 0.16
225434AP4	Credit Suisse USA Inc. Floating Rate Note 0.597% Due 4/12/2013	5,000,000.00	12/18/2009 0.83 %	4,961,975.00 4,996,828.63	100.05 0.43 %	5,002,310.00 6,713.44	2.33 % 5,481.37	A1 A+	0.28 0.03
91159HGY0	US Bancorp Callable Note Cont 8/13/13 1.375% Due 9/13/2013	1,200,000.00	05/09/2012 0.51 %	1,212,876.00 1,206,325.05	100.58 0.42 %	1,207,012.80 4,950.00	0.56 % 687.75	A1 A+	0.70 0.62
74153WBJ7	Pricoa Global Funding Floating Rate Note 0.51% Due 9/27/2013	3,000,000.00	11/18/2009 1.31 %	2,908,533.00 2,982,537.53	100.05 0.44 %	3,001,623.00 212.71	1.40 % 19,085.47	A2 AA-	0.74 0.24
74254PPF3	Principal Life Inc Fdg Floating Rate Note 0.492% Due 11/8/2013	4,270,000.00	12/23/2010 0.76 %	4,236,792.21 4,260,173.53	100.07 0.41 %	4,272,899.33 3,149.66	1.99 % 12,725.80	Aa3 A+	0.85 0.11
59157BAF9	Melife Institutional Floating Rate Note 1.252% Due 4/4/2014	5,000,000.00	04/19/2011 1.01 %	5,035,915.00 5,015,216.53	100.85 0.58 %	5,042,485.00 15,308.33	2.36 % 27,288.47	Aa3 AA-	1.26 0.01
38259PAA0	Google Inc Note 1.25% Due 5/19/2014	1,000,000.00	05/23/2012 0.48 %	1,015,060.00 1,010,521.08	101.23 0.35 %	1,012,345.00 1,458.33	0.47 % 1,823.92	Aa2 AA	1.38 1.37
594918AB0	Microsoft Note 2.95% Due 6/1/2014	1,347,000.00	Various 0.43 %	1,409,574.91 1,394,637.97	103.68 0.34 %	1,396,622.13 3,311.38	0.65 % 1,984.16	Aaa AAA	1.42 1.39
36962GK86	General Electric Capital Corp Note 4.75% Due 9/15/2014	1,182,000.00	Various 1.14 %	1,277,709.46 1,253,544.01	106.76 0.75 %	1,261,892.57 16,531.58	0.60 % 8,348.56	A1 AA+	1.71 1.63
94974BET3	Wells Fargo Corp Note 3.75% Due 10/1/2014	950,000.00	05/03/2012 1.16 %	1,007,950.00 992,205.59	105.44 0.62 %	1,001,659.10 8,906.25	0.47 % 9,453.51	A2 A+	1.75 1.69
74005PAQ7	Praxair Note 5.25% Due 11/15/2014	350,000.00	Various 0.67 %	389,276.39 379,648.87	108.69 0.57 %	380,430.05 2,347.92	0.18 % 781.18	A2 A	1.87 1.80
09247XAD3	Blackrock Inc Note 3.5% Due 12/10/2014	1,050,000.00	Various 0.76 %	1,121,577.00 1,105,116.79	105.61 0.59 %	1,108,920.75 2,143.75	0.52 % 3,803.96	A1 A+	1.94 1.89



**Mendocino County Consolidated
Account #70006**

Holdings Report

As of 12/31/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
US CORPORATE									
084670AV0	Berkshire Hathaway Note 3.2% Due 2/1/2015	1,475,000.00	05/17/2012 0.86 %	1,567,482.50 1,546,662.32	105.28 0.68 %	1,552,854.93 18,355.56	0.73 % 6,192.61	Aa2 AA+	2.12 2.03
40428HPG1	HSBC USA Inc Note 2.375% Due 2/13/2015	1,000,000.00	05/15/2012 1.89 %	1,012,780.00 1,009,869.07	102.86 1.00 %	1,028,626.00 9,104.17	0.48 % 18,756.93	A2 A+	2.12 2.05
06406HCC1	Bank of New York Callable Note Cont 1/20/15 1.2% Due 2/20/2015	366,000.00	07/17/2012 0.66 %	370,856.82 369,980.04	101.07 0.67 %	369,929.74 1,598.20	0.17 % (50.30)	Aa3 A+	2.14 1.45
713448BX5	Pepsico Inc. Note 0.75% Due 3/5/2015	1,000,000.00	05/03/2012 0.70 %	1,001,450.00 1,001,115.28	100.36 0.58 %	1,003,598.00 2,416.67	0.47 % 2,482.72	Aa3 A-	2.18 2.15
191216AX8	Coca Cola Company Note 0.75% Due 3/13/2015	1,000,000.00	05/17/2012 0.64 %	1,003,080.00 1,002,406.91	100.76 0.40 %	1,007,617.00 2,250.00	0.47 % 5,210.09	Aa3 AA-	2.20 2.18
94974BEU0	Wells Fargo Corp Note 3.625% Due 4/15/2015	450,000.00	12/14/2012 0.77 %	479,529.00 479,075.78	106.28 0.85 %	478,269.45 3,443.75	0.22 % (806.33)	A2 A+	2.29 2.20
913017BY4	United Tech Corp Note 1.2% Due 6/1/2015	950,000.00	12/14/2012 0.57 %	964,516.00 964,304.92	101.43 0.60 %	963,600.20 950.00	0.45 % (704.72)	A2 A	2.42 2.38
931142CX9	Wal-Mart Stores Note 1.5% Due 10/25/2015	975,000.00	05/10/2012 0.75 %	999,784.50 995,233.45	102.93 0.45 %	1,003,536.30 2,681.25	0.47 % 8,302.85	Aa2 AA	2.82 2.76
459200GU9	IBM Corp Note 2% Due 1/5/2016	950,000.00	05/07/2012 0.98 %	984,713.00 978,576.47	103.33 0.88 %	981,606.50 9,288.89	0.46 % 3,030.03	Aa3 AA-	3.01 2.90
46625HJA9	JP Morgan Chase Note 3.15% Due 7/5/2016	950,000.00	05/07/2012 2.12 %	988,570.00 982,569.66	105.95 1.41 %	1,006,477.50 14,630.00	0.48 % 23,907.84	A2 A	3.51 3.29
06406HBX6	Bank of New York Note 2.3% Due 7/28/2016	1,325,000.00	Various 0.93 %	1,390,154.12 1,388,708.12	104.53 1.01 %	1,384,961.55 12,951.88	0.65 % (3,746.57)	Aa3 A+	3.58 3.41
24422ERF8	John Deere Capital Corp Note 1.85% Due 9/15/2016	975,000.00	05/03/2012 1.27 %	999,072.75 995,471.67	103.43 0.91 %	1,008,411.30 5,311.04	0.47 % 12,939.63	A2 A	3.71 3.57
74005PBC7	Praxair Note 1.05% Due 11/7/2017	150,000.00	11/02/2012 1.06 %	149,941.50 149,943.26	100.02 1.05 %	150,027.90 236.25	0.07 % 84.64	A2 A	4.85 4.71
Total US Corporate		47,263,000.00	0.92 %	47,840,941.62 47,809,355.44	0.52 %	47,984,560.12 164,173.43	22.44 % 175,204.68	A1 A+	1.22 0.93
US TREASURY									
912828RS1	US Treasury Note 0.25% Due 11/30/2013	1,600,000.00	05/09/2012 0.24 %	1,600,192.86 1,600,112.87	100.06 0.19 %	1,600,937.60 351.65	0.75 % 824.73	Aaa AA+	0.92 0.91
912828SB7	US Treasury Note 0.25% Due 1/31/2014	1,600,000.00	05/09/2012 0.25 %	1,599,880.36 1,599,925.11	100.06 0.19 %	1,601,000.00 1,673.91	0.75 % 1,074.89	Aaa AA+	1.08 1.08
912828QM5	US Treasury Note 1% Due 5/15/2014	1,600,000.00	05/30/2012 0.29 %	1,622,067.86 1,615,422.78	101.07 0.22 %	1,617,124.80 2,077.35	0.75 % 1,702.02	Aaa AA+	1.37 1.36
912828RG7	US Treasury Note 0.25% Due 9/15/2014	1,600,000.00	05/09/2012 0.30 %	1,598,005.36 1,598,554.00	100.02 0.24 %	1,600,374.40 1,193.37	0.75 % 1,820.40	Aaa AA+	1.71 1.70
912828RV4	US Treasury Note 0.25% Due 12/15/2014	1,600,000.00	05/10/2012 0.34 %	1,596,442.86 1,597,324.64	100.00 0.25 %	1,600,000.00 186.81	0.75 % 2,675.36	Aaa AA+	1.96 1.95



Holdings Report

As of 12/31/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
US TREASURY									
912828RZ5	US Treasury Note 0.25% Due 1/15/2015	1,600,000.00	05/10/2012 0.35 %	1,595,942.86 1,596,916.74	99.97 0.27 %	1,599,500.80 1,847.83	0.75 % 2,584.06	Aaa AA+	2.04 2.03
912828SE1	US Treasury Note 0.25% Due 2/15/2015	1,600,000.00	05/10/2012 0.36 %	1,595,130.36 1,596,263.40	99.95 0.27 %	1,599,249.60 1,510.87	0.75 % 2,986.20	Aaa AA+	2.13 2.12
912828SP6	US Treasury Note 0.375% Due 4/15/2015	2,000,000.00	Various 0.31 %	2,003,057.48 2,003,044.18	100.18 0.30 %	2,003,594.00 1,607.14	0.93 % 549.82	Aaa AA+	2.29 2.28
912828NV8	US Treasury Note 1.25% Due 8/31/2015	1,550,000.00	05/18/2012 0.45 %	1,590,147.77 1,582,601.20	102.43 0.33 %	1,587,660.35 6,583.22	0.74 % 5,059.15	Aaa AA+	2.67 2.61
912828PE4	US Treasury Note 1.25% Due 10/31/2015	1,825,000.00	Various 0.48 %	1,872,061.78 1,864,113.39	102.54 0.35 %	1,871,338.58 3,907.11	0.87 % 7,225.19	Aaa AA+	2.83 2.78
912828RF9	US Treasury Note 1% Due 8/31/2016	1,900,000.00	12/19/2012 0.51 %	1,934,221.21 1,933,917.02	101.91 0.47 %	1,936,217.80 6,455.80	0.91 % 2,300.78	Aaa AA+	3.67 3.59
Total US Treasury		18,475,000.00	0.36 %	18,607,150.76 18,588,195.33	0.28 %	18,616,997.93 27,395.06	8.69 % 28,902.60	Aaa AA+	2.10 2.08
TOTAL PORTFOLIO		212,741,242.36	0.51 %	214,111,188.97 213,903,300.31	0.39 %	214,233,165.57 340,922.48	100.00 % 329,865.26	Aa2 AA	0.97 0.82
TOTAL MARKET VALUE PLUS ACCRUED						214,574,088.05			

COUNTY OF MENDOCINO



STATEMENT OF INVESTMENT POLICY

OFFICE OF
SHARI L. SCHAPMIRE
MENDOCINO COUNTY TREASURER
JANUARY 2013

I. INTRODUCTION

As designated by the Board of Supervisors under the laws of the State of California, it is the responsibility of the County Treasurer to secure and protect the public funds of the County, as well as establish proper safeguards, controls, and procedures to maintain these funds in a lawful, rational, and auspicious manner. Said maintenance shall include the prudent and secure investment of those funds that are not immediately required for daily operations in a manner anticipated to provide additional benefits to the citizens of the County of Mendocino. In addition, the County Treasurer acts as the Treasurer, cash manager, and investor for a sizable number of public agencies within the County, rather than each entity having to locate and hire a knowledgeable person to handle the entity's banking, investments, and other financial duties separately. This pooling of public funds not only eliminates duplication of expenses, but also smoothes out cash flow differences, permits cost savings through higher volume, and attracts more professional service providers. This document contains the policies, procedures, and legalities guiding the County Treasurer when investing funds.

The Investment Policy and practices of the County Treasurer are based on prudent money management principles and California State Law, specifically Government Code Sections 27000.1 - 27000.5, 27136, and 53600 - 53686. The practices of this office will always comply with the legal authority and limitations placed on it by the governing legislative bodies. The implementation of these laws will be the focus of this policy statement. Where this Investment Policy specifies a percentage limitation, compliance will be measured as of the date of purchase. This document is reviewed no less than annually and may be adjusted as needed to reflect any changes in the Government Code or investment practices.

II. SCOPE

This Investment Policy applies to all the County's financial assets and investment activities with the following exceptions:

- A. Proceeds of debt issuance shall be invested in accordance with the County's general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

Pooling of Funds: Except for cash in certain restricted and special funds, the County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income shall be allocated quarterly, on the average daily balance method, to the various funds based on their respective participation and in accordance with generally accepted accounting principles. All costs related to investing, maintaining, and accounting for the investments purchased for the Treasury Pool, as authorized by California Government Code Section 27013, shall be apportioned equally on the same basis.

III. GENERAL OBJECTIVES

The overriding objectives of the investment program are to preserve principal, provide sufficient liquidity, and manage investment risks. The specific objectives for the program are ranked in order of importance:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity:** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. **Return on Investments:** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs. Yield is definitely considered to be of much less importance than safety and liquidity and shall not be a driving force in determining which investments are selected for purchase.

IV. PRUDENCE, INDEMNIFICATION, AND ETHICS

- A. **Prudent Investor Standard:** Management of the County's investments is governed by the Prudent Investor Standard as set forth in California Government Code Section 53600.3:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the County, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the County. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

- B. **Indemnification:** The Treasurer and other authorized persons responsible for managing County funds, acting in accordance with the investment policy and exercising due diligence, will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- C. **Ethics:** Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DELEGATION OF AUTHORITY

- A. Authority to manage the County's investment program is derived from California Government Code Sections 53600 *et seq.* The governing body is responsible for the County's cash management, including the administration of this Investment Policy. Management responsibility for the cash management of County funds is hereby delegated to the Treasurer.

The Treasurer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate employees.

- B. The County may engage the services of one or more external investment managers to assist in the management of the County's investment portfolio in a manner consistent with the County's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

VI. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- A. The County Treasurer will determine which financial institutions are authorized to provide investment services to the County. Institutions eligible to transact investment business with the County include:
1. Primary government dealers as designated by the Federal Reserve Bank;
 2. Non-primary government dealers;
 3. Nationally or state-chartered banks;
 4. The Federal Reserve Bank; and,
 5. Direct issuers of securities eligible for purchase.
- B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the County will be at the sole discretion of the County.
- C. All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Treasurer with a statement certifying that the institution has reviewed the California Government Code Section 53600 *et seq.* and the County's Investment Policy.

- D. Selection of broker/dealers used by an external investment adviser retained by the County will be at the sole discretion of the investment adviser.
- E. Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

VII. DELIVERY, SAFEKEEPING AND CUSTODY, AND COMPETITIVE TRANSACTIONS

- A. *Delivery-versus-payment*: Settlement of all investment transactions will be completed using standard delivery-vs.-payment procedures.
- B. *Third-party safekeeping*: To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the County will be held in safekeeping by a third party bank custodian, acting as agent for the County under the terms of a custody agreement executed by the bank and the County.
- C. *Competitive transactions*: All investment transactions will be conducted on a competitive basis which can be executed through a bidding process involving at least three separate brokers/financial institutions to the extent possible or through the use of a nationally recognized trading platform.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

All investments will be made in accordance with Sections 53600 *et seq.* of the Government Code of the State of California and as described within this Investment Policy. Permitted investments under this policy will include:

1. **Municipal Bonds.** These include bonds of the County, the State of California, any other state, and any local County within the State of California. The bonds will be registered in the name of the County or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
 - a. The maximum maturity of an issue shall be no more than five years at time of purchase; and,
 - b. No more than five percent per issuer.
2. **U.S. Treasury** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no

limits on the dollar amount or percentage that the County may invest in U.S. Treasuries.

- a. The maximum maturity of an issue shall be no more than five years at time of purchase.
3. **Federal Agency** or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the County may invest in government-sponsored enterprises.
 - a. The maximum maturity of an issue shall be no more than five years at time of purchase; and,
 - b. No more than 25% of the pool value shall be invested in any single issuer.
 4. **Banker's Acceptances** provided that:
 - a. They are issued by institutions with short term debt obligations rated "A-1" or higher, or the equivalent, by at least two nationally recognized statistical-rating organization (NRSRO); and have long-term debt obligations which are rated "A" or higher by at least two nationally recognized statistical rating organization;
 - b. The maturity does not exceed 180 days; and,
 - c. No more than 40% of the total portfolio may be invested in banker's acceptances; and,
 - d. No more than five percent per issuer.
 5. **Federally Insured Time Deposits** (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
 - a. The amount per institution is limited to the maximum covered under federal insurance; and,
 - b. The maturity of such deposits does not exceed five years; and,
 - c. No more than five percent per issuer.
 6. **Time Deposits (Non-negotiable certificates of deposit)** in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law, provided that:

- a. No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits; and,
 - b. They are issued by institutions which have long-term debt obligations which are rated "A" or higher by at least two nationally recognized statistical rating organization; and/or have short term obligations rated "A-1" or higher, or the equivalent, by at least two nationally recognized statistical rating organization; and,
 - c. The maturity of such deposits does not exceed five years; and,
 - d. No more than five percent per issuer.
7. **Certificate of Deposit Placement Service (CDARS)** provided that:
- a. No more than 30% of the total portfolio may be invested in a combination of negotiable certificates of deposit including CDARS; and,
 - b. The maturity of such deposits does not exceed five years.
8. **Negotiable Certificates of Deposit (NCDs)** provided that:
- a. They are issued by institutions which have long-term obligations which are rated "A" or higher by at least two nationally recognized statistical rating organization; and/or have short term debt obligations rated "A-1" or higher, or the equivalent, by at least two nationally recognized statistical rating organization; and,
 - b. The maturity does not exceed five years; and,
 - c. No more than 30% of the total portfolio may be invested in NCDs; and,
 - d. No more than five percent per issuer.
9. **Repurchase Agreements** collateralized with securities authorized under Sections VI and VIII (2 and 3) of this policy maintained at a level of at least 102% of the market value of the repurchase agreements, provided that:
- a. The maximum maturity of repurchase agreements will be one year; and,
 - b. There is no limit to the amount to be invested in repurchase agreements; and
 - c. Securities used as collateral for repurchase agreements will be delivered to the County's custodian bank (See Section VII B); and,
 - d. The repurchase agreements are the subject of a master repurchase agreement between the County and the provider of the repurchase agreement. The master

repurchase agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA).

10. Commercial Paper provided that:

- a. The maturity does not exceed 270 days from the date of purchase; and,
- b. The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million; and,
- c. They are issued by institutions whose short term obligations are rated "A-1" or higher, or the equivalent, by at least two nationally recognized statistical rating organization; and whose long-term obligations are rated "A" or higher by at least two nationally recognized statistical rating organization; and,
- d. No more than 40% of the portfolio is invested in commercial paper; and,
- e. No more than five percent per issuer.

11. State of California Local County Investment Fund (LAIF), provided that:

- a. The County may invest up to the maximum permitted amount in LAIF; and,
- b. LAIF's investments in instruments prohibited by or not specified in the County's policy do not exclude it from the County's list of allowable investments, provided that the fund's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

12. Local Government Investment Pools

13. Corporate Medium Term Notes (MTNs), provided that:

- a. Such notes have a maximum maturity of five years; and,
- b. Are issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States; and,
- c. Are rated "A" category or better by at least two nationally recognized statistical rating organization; and,
- d. Holdings of medium-term notes may not exceed 30% of the portfolio; and,
- e. No more than five percent per issuer.

14. **Mortgage Pass-Through Securities and Asset-Backed Securities**, provided that such securities:

- a. have a maximum stated final maturity of five years; and
- b. be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by at least two nationally recognized statistical rating organization; and
- c. be rated in a rating category of "AA" or its equivalent or better by at least two nationally recognized statistical rating organization; and,
- d. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

15. **Money Market Mutual Funds** that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940:

- a. Provided that such funds meet either of the following criteria:
 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or,
 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code Section 53601 (a through j) and with assets under management in excess of \$500 million.
- b. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio; and,
- c. No more than 10% per fund.

IX. PORTFOLIO RISK MANAGEMENT

A. Prohibited investment vehicles and practices:

1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
2. In accordance with California Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
3. Purchasing securities with a final maturity longer than five years, unless approved by the Board of Supervisors, is prohibited.

4. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
 5. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
 6. Purchasing or selling securities on margin is prohibited.
 7. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
 8. The purchase of foreign currency denominated securities is prohibited.
- B. *Mitigating credit risk in the portfolio:* Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The County will mitigate credit risk by adopting the following strategies:
1. The diversification requirements included in Section VIII are designed to mitigate credit risk in the portfolio;
 2. No more than five percent of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises;
 3. The County may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, or yield of the portfolio in response to market conditions or County's risk preferences; and,
 4. If securities owned by the County are downgraded by either Moody's or Standard & Poor's Rating Agencies to a level below the quality required by this Investment Policy, it will be the County's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - a. If a security is downgraded, the Treasurer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - b. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported quarterly to the governing board.
- C. *Mitigating market risk in the portfolio:* Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The County recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The County will mitigate market risk by providing adequate liquidity for short-term cash needs, and by

making longer-term investments only with funds that are not needed for current cash flow purposes. The County further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The County, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

1. The County will maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements;
2. The maximum percent of callable securities (does not include "make whole call" securities as defined in the Glossary) in the portfolio will be 20%;
3. The maximum stated final maturity of individual securities in the portfolio will be five years, except as otherwise stated in this policy; and,
4. The duration of the portfolio will at all times be approximately equal to the duration (typically plus or minus 20%) of a Market Benchmark Index selected by the County based on the County's investment objectives, constraints, and risk tolerances.

X. INVESTMENT OBJECTIVES (PERFORMANCE STANDARDS AND EVALUATION)

- A. **Overall objective:** The investment portfolio will be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.
- B. **Specific objective:** The investment performance objective for the portfolio will be to earn a total rate of return over a market cycle which is approximately equal to the return on the selected Market Benchmark Index.

XI. PROCEDURES AND INTERNAL CONTROLS

- A. *Procedures:* The Treasurer will establish written investment policy procedures in a separate investment procedures manual to assist investment staff with day-to-day operations of the investment program consistent with this policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy as designated in Appendix I and the procedures established by the Treasurer.
- B. *Internal Controls:* The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft, or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met. Internal controls will be described in the County's investment procedures manual.

XII. DEPOSIT AND WITHDRAWAL OF FUNDS

- A. *Deposits:* Funds will be accepted at all times from those local agencies where the County Treasurer is also the Treasurer for the local agency, or from any agencies that by statute must place their money in the Treasury Pool. The County Treasurer, in conjunction with the Auditor, shall set conditions under which funds from local agencies not required to have their funds in the Treasury Pool may deposit voluntarily invested funds. Local agencies from outside the County will not be permitted to deposit funds in the Treasury Pool.
- B. *Withdrawals:* Under language added to the California Government Code in 1995, it is not permissible for local agency legislative bodies, required to have their funds in the Treasury Pool, to withdraw funds in order to invest outside the Treasury Pool. Local agencies within the County who voluntarily participate in the Treasury Pool may withdraw their funds under conditions set forth in California Government Code Section 27136.

XIII. REPORTING, DISCLOSURE, AND PROGRAM EVALUATION

- A. *Monthly Reports:* Monthly investment reports will be distributed electronically by the Treasurer to the governing board and pool participants. These reports will disclose, at a minimum, the following information about the risk characteristics of the County's portfolio:
 - 1. An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate;
 - 2. A one-page summary report that shows:
 - a. Average maturity of the portfolio and modified duration of the portfolio;
 - b. Maturity distribution of the portfolio;
 - c. Average portfolio credit quality.
- B. *Quarterly Reports:* Investment reports will be provided to the Board of Supervisors as a consent calendar agenda item on a quarterly basis. These reports will disclose all information provided in the monthly reports, as well as the following:
 - 1. A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their presence in the portfolio and a timetable for resolution; and,

2. A statement that the County has adequate funds to meet its cash flow requirements for the next six months.

C. *Annual Reports:*

1. The investment policy will be reviewed and adopted by the Board of Supervisors at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return, and its relevance to current law and financial and economic trends.
2. A comprehensive annual report will be issued at the conclusion of each fiscal year. This report will include comparisons of the County's return to the Benchmark Index return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

- D. *Annual Audit:* An independent review by an external expert will be conducted annually to assure compliance with internal controls and adherence to the Investment Policy.

Policy effective upon approval of the Board of Supervisors, submitted for approval on December 21, 2012.

Policy adopted by the Board of Supervisors on January 8, 2013.

Appendix I

Authorized Personnel

While the Treasurer has final responsibility for all investment decisions, other Treasury personnel may aid in the day-to-day operations, the following individuals are authorized to transact investment business and wire funds for investment purposes on behalf of the County of Mendocino:

Shari L. Schapmire, Treasurer
Julie Forrester
Kristy Pierce
Sarah Norbury

Appendix II

GLOSSARY OF INVESTMENT TERMS[©]

Agencies. Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FDIC. The Federal Deposit Insurance Corporation provides insurance backed by the full faith and credit of the US government to certain bank deposits and debt obligations.

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "FreddieMac" issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "FannieMae," issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as "GinnieMae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio and Mississippi River valleys. TVA currently issues discount notes and bonds.

Asked. The price at which a seller offers to sell a security.

Average life. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

Banker's acceptance. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which "accepts" the obligation to pay the investor.

Benchmark. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

Bid. The price at which a buyer offers to buy a security.

Broker. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

Callable. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

Certificate of Deposit (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

Collateral. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

Collateralized Mortgage Obligations (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

Commercial paper. The short-term unsecured debt of corporations.

Cost yield. The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

Coupon. The rate of return at which interest is paid on a bond.

Credit risk. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

Current yield. The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

Dealer. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

Debenture. A bond secured only by the general credit of the issuer.

Delivery vs. payment (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

Derivative. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate or index.

Discount. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as **discount securities**. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

Diversification. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

Duration. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

Federal funds rate. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

Federal Open Market Committee: A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

Leverage. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

Liquidity: The speed and ease with which an asset can be converted to cash.

Make Whole Call. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

Margin: The difference between the market value of a security and the loan a broker makes using that security as collateral.

Market risk. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

Market value. The price at which a security can be traded.

Marking to market. The process of posting current market values for securities in a portfolio.

Maturity. The final date upon which the principal of a security becomes due and payable.

Medium term notes. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts either on a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

Modified duration. The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

Money market. The market in which short term debt instruments (Tbills, discount notes, commercial paper and banker's acceptances) are issued and traded.

Mortgage pass-through securities. A securitized participation in the interest and principal cashflows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

Mutual fund. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

Premium. The difference between the par value of a bond and the cost of the bond, when the cost is above par.

Prepayment speed. A measure of how quickly principal is repaid to investors in mortgage securities.

Prepayment window. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

Primary dealer. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

Prudent person (man) rule. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like

capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes.”

Realized yield. The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

Regional dealer. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities, and that is not a primary dealer.

Repurchase agreement (RP, Repo). Short term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller’s point of view, the same transaction is a **reverse repurchase agreement**.

Safekeeping. A service to bank customers whereby securities are held by the bank in the customer’s name.

Structured note. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

Total rate of return. A measure of a portfolio’s performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

U.S. Treasury obligations. Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

Treasury bills. All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues “cash management” bills as needed to smooth out cash flows.

Treasury notes. All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

Treasury bonds. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

Volatility. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

Yield to Maturity. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

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COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
 860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482

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January 22, 2013

Planning – Fort Bragg
 Department of Transportation
 Environmental Health - Ukiah
 Building Inspection - Fort Bragg
 Assessor
 Agriculture Commissioner
 Air Quality Management
 Archaeological Commission

Sonoma State University
 Native Plant Society
 Caltrans
 Department of Forestry/ CalFire
 Department of Fish and Game
 Coastal Commission
 RWQCB
 Army Corps of Engineers

Federal Communication Commission
 Public Utilities Commission
 Federal Aviation Administration
 Mendocino Land Trust
 Little River Airport
 Mendocino Unified School District
 Albion-Little River Fire District

CASE#: CDU 10-2012
DATE FILED: 12/13/2012
OWNER: WOLFGANG & BRUNHILDE FUNKE
APPLICANT: CELLCO PARTNERSHIP/VERIZON WIRELESS
AGENT: NSA WIRELESS, INC. PAMELA NOBEL

01-04-90 P01:26 JH

REQUEST: Coastal Development Use Permit to authorize construction and operation of a telecommunication facility to support a wireless carrier (Verizon Wireless) consisting of a 105 foot tall monopine (monopole designed to resemble a pine tree), 12 panel antennas, 2 GPS antennas, a 30 kilowatt diesel generator, a 132 gallon propane tank and a 176 square foot equipment shelter.

LOCATION: 1.1 +/- miles south of Albion, lying on the east side of State Highway 1. 0.1 +/- miles north of its intersection with Navarro Ridge Road, located at 2335 North Highway 1; AP# 123-370-03, 123-320-02 and 123-360-07.

PROJECT COORDINATOR: DUSTY DULEY
RESPONSE DUE DATE: 2/6/2013

Attached to this form is information describing the above noted project(s). The County Planning and Building Services Department is soliciting your input, which will be used in staff analysis, and will be forwarded to the appropriate public hearing.

You are invited to comment on any aspect of the proposed project(s). Please address any concerns or recommendations on environmental considerations and specific information regarding permits you may require to the project coordinator at the above address or submit your comments by email to pbs@co.mendocino.ca.us. Please note the case number and name of the project coordinator with all correspondence to this department.

We have reviewed the above application and recommend the following (please check one):

- Recommend approval. The Department has no comment at this time.
- Recommend conditional approval (Suggested condition(s) attached).
- Applicant to submit additional information (Attach list of items needed).
- Recommend denial (Attach reasons for recommend denial).
- Recommend preparation of an Environmental Impact Report (Attach reasons why an EIR should be required).
- Other comments (Attach additional sheets if necessary).

REVIEWED BY:

Signature _____ Department _____ Date _____

OWNER(S): Wolfgang F. and Brunhilde K. Funke

APPLICANT: Verizon Wireless

AGENT: NSA Wireless – Pamela Nobel

REQUEST: Coastal Development Use Permit to authorize construction and operation of a telecommunication facility to support a wireless carrier (Verizon Wireless) consisting of a 105 foot tall monopine (monopole designed to resemble a pine tree , 12 panel antennas, 2 GPS antennas, a 30kw diesel generator, a 132 gallon LPG tank and an 176 square foot equipment shelter.

LOCATION: 1.1± miles S of Albion, lying on the E side of State Highway One, 0.1± miles N of its intersection with Navarro Ridge Road.

STREET ADDRESS: 2335 N. Hwy 1, Albion

ACREAGE: 1050 ft² leased area within a 115± acres “host” parcel

GENERAL PLAN: RL160

ZONING: RL 160 + Ag Preserve

COASTAL ZONE: Yes

EXISTING USES: Residential + Agricultural Preserve

SUPERVISORIAL DISTRICT: 5

TOWNSHIP: 16N

RANGE: 17W

SECTION: 33

USGS QUAD#: 55

RELATED CASES ON SITE: Certificate of Compliance #CC 20-99

	ADJACENT GENERAL PLAN	ADJACENT ZONING	ADJACENT LOT SIZES	ADJACENT USES
NORTH:	RL160	RL 160	2.5± acres	Vacant
EAST:	RL160 + RR5	RL 160 + RR 5	2.5± – 24± acres	Vacant
SOUTH:	RR5	RR 5	5.4± - 15± acres	Residential/Vacant/Inn
WEST:	RR5PD + RR10	RR 5 + RR 10	0.4± - 12.5± acres	Residential

REFERRAL AGENCIES:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Planning- Coast Office | <input type="checkbox"/> Trails Advisory Council | <input checked="" type="checkbox"/> FCC |
| <input checked="" type="checkbox"/> Department of Transportation | <input checked="" type="checkbox"/> Native Plant Society | <input checked="" type="checkbox"/> FAA |
| <input checked="" type="checkbox"/> Environmental Health (Ukiah) | <input type="checkbox"/> State Clearinghouse | <input checked="" type="checkbox"/> PUC |
| <input checked="" type="checkbox"/> Building Inspection (FB office) | <input checked="" type="checkbox"/> Caltrans – District 1 | <input type="checkbox"/> LAFCO |
| <input type="checkbox"/> Emergency Services | <input checked="" type="checkbox"/> CalFire | <input checked="" type="checkbox"/> Mendocino Land Trust |
| <input checked="" type="checkbox"/> Assessor | <input checked="" type="checkbox"/> Department of Fish & Game – Region 1 | <input checked="" type="checkbox"/> Little River Airport |
| <input type="checkbox"/> Farm Advisor | <input checked="" type="checkbox"/> Coastal Commission | <input type="checkbox"/> Westport MAC |
| <input checked="" type="checkbox"/> Agriculture Commissioner | <input checked="" type="checkbox"/> North Coast RWQCB | <input checked="" type="checkbox"/> Mendocino Unified School District |
| <input type="checkbox"/> Forestry Advisor | <input type="checkbox"/> Division of Mines & Geology | <input type="checkbox"/> Sewer District |
| <input checked="" type="checkbox"/> Air Quality Management District | <input type="checkbox"/> Department of Health Services | <input type="checkbox"/> Water District |
| <input checked="" type="checkbox"/> Archaeological Commission | <input type="checkbox"/> Department of Parks & Recreation | <input checked="" type="checkbox"/> Albion-Little River Fire District |
| <input checked="" type="checkbox"/> Sonoma State University | <input checked="" type="checkbox"/> Army Corps of Engineers | <input type="checkbox"/> Community Svcs |

ADDITIONAL INFORMATION: Applicant has prepared a Biological Assessment for the project and is available upon request.

ASSESSOR'S PARCEL #: AP#'s 123-370-03 + 123-320-02 and 123-360-07 make up one legal parcel. Project is located on AP# 123-370-03

PROJECT COORDINATOR: Dusty Duley

PREPARED BY: D.D.

DATE: 1-22-2013

**ENVIRONMENTAL DATA
(To be completed by Planner)**

COUNTY WIDE

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1. Alquist-Priolo Earthquake Fault Zone |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. Hazard/Landslides Map |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Floodplain/Floodway Map |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Within/Adjacent to Agriculture Preserve or Timberland Production
Within Agricultural Preserve under the Williamson Act |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Fire Hazard Severity Classification: <input type="checkbox"/> LRA <input checked="" type="checkbox"/> SRA-CDF# 203-12
Moderate Fire Hazard Area |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Wild and Scenic River. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. Adjacent to State Forest/Park/Recreation Area. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 8. Adjacent to Equestrian/Hiking Trail. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Within/Near Hazardous Waste Site. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10. Require Water Efficient Landscape Plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. Biological Resources/Natural Area Map.
Salmon Creek is located 0.35± mile North of the project site and provides salmon and steelhead habitat |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. Natural Diversity Data Base.
See attached CNDDDB map. Applicant submitted Biological Assessment and is available upon request. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 13. Soil Type(s)/Pygmy Soils. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 14. Airport CLUP Planning Area – ALUC# _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 15. Specific Plan Area. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 16. State Permitting Required/State Clearinghouse Review |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 17. Oak Woodland Area |

COASTAL ZONE

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 16. Exclusion Map. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 17. Appealable Area/Original Jurisdiction Map.
Project is subject to obtaining a discretionary permit from County |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 18. Blayney-Dyett Map.
Highly Scenic Area |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 19. Land Capabilities/Natural Hazards Map.
Property includes Prime & Non-Prime Agricultural lands. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 20. Habitats/ESHA/Resources Map. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 21. Coastal Groundwater Study Zone.
Critical Water Resource Area |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 22. Highly Scenic Area/Special Communities.
Highly Scenic Area |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 23. Ocean Front Parcel (Blufftop Geology). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 24. Adjacent to beach/tidelands/submerged land/Public Trust Land. Mendocino Land Trust property which provides public coastal view access is located 0.25± miles south of project site. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 25. Noyo Harbor/Albion Harbor.
Project is located 1.5± miles south of Albion Cover/Harbor |

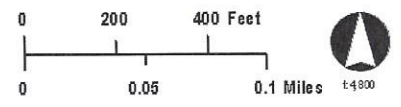


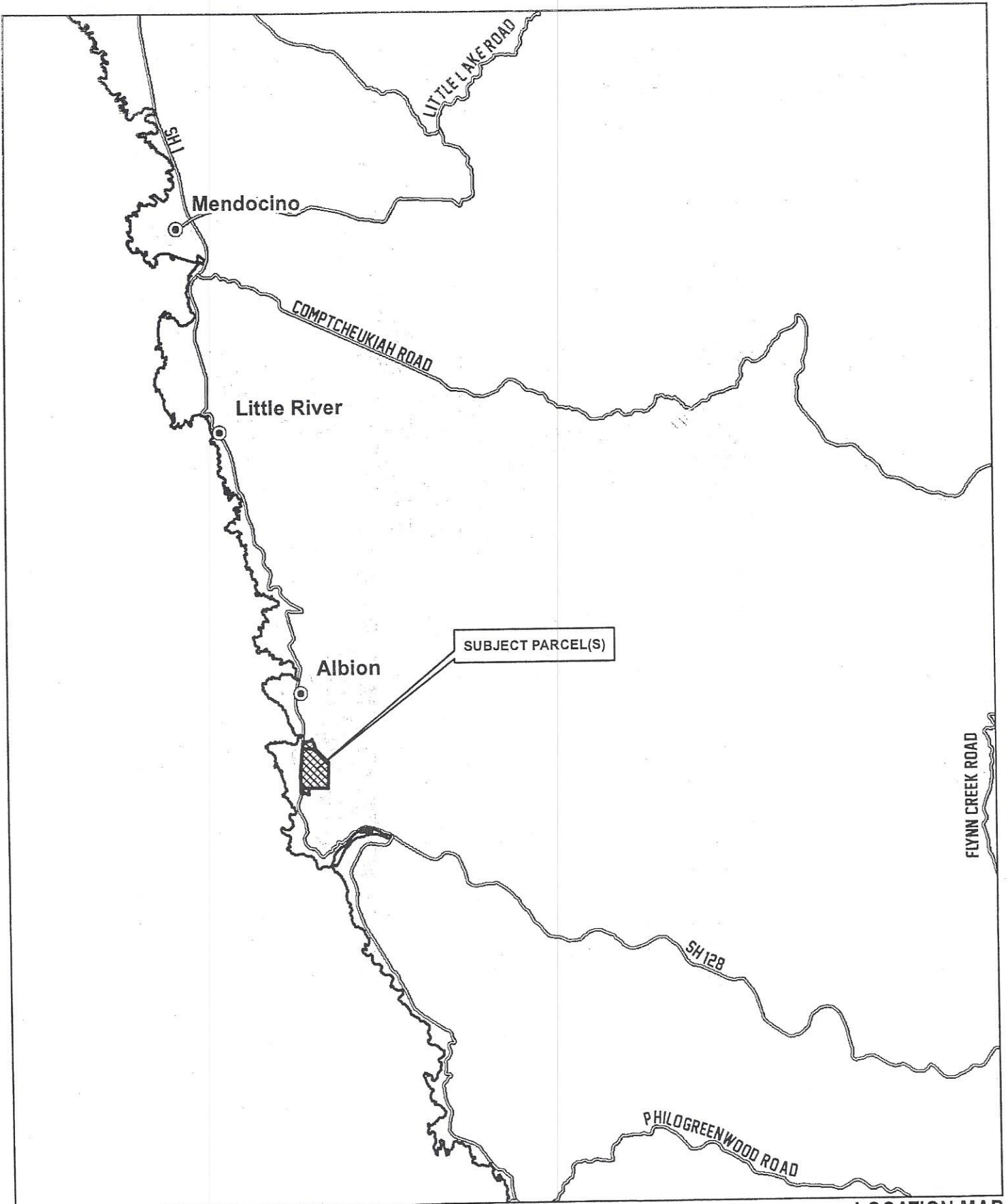
SUBJECT PARCEL(S)

PROPOSED ANTENNA SITE

OWNER: Wolfgang & Brunhilde Funke
APN: 123-370-03, 123-320-02, 123-360-07
CASE: CDU 10-2012
AGENT: NSA Wireless, Inc., Pamela Nobel
ADDRESS: 2335 N. Hwy. 1, Albion

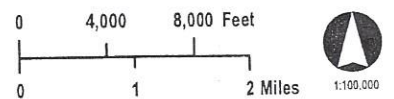
2012 NAIP AERIAL ORTHOPHOTO

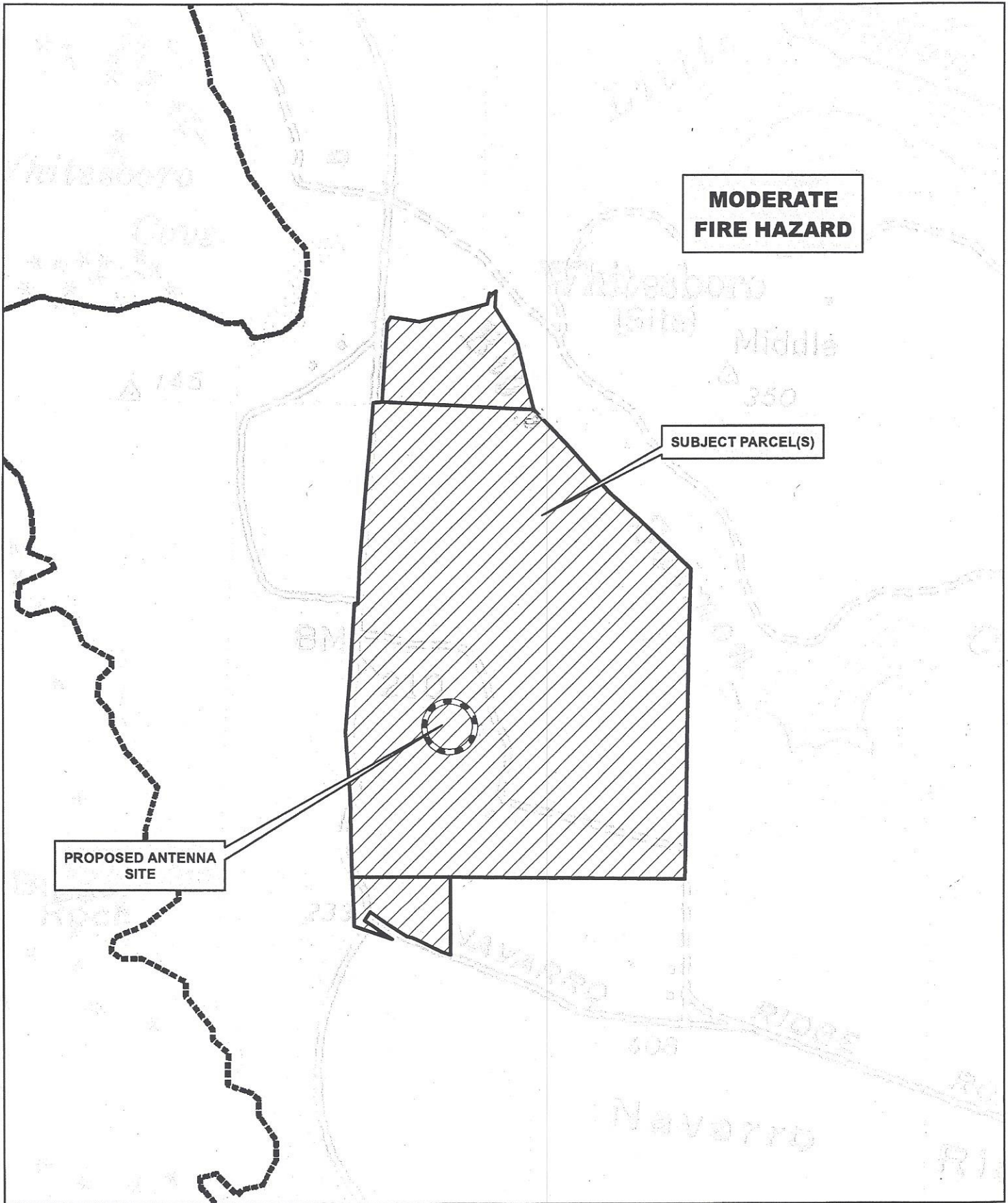




OWNER: Wolfgang & Brunhilde Funke
APN: 123-370-03, 123-320-02, 123-360-07
CASE: CDU 10-2012
AGENT: NSA Wireless, Inc., Pamela Nobel
ADDRESS: 2335 N. Hwy. 1, Albion

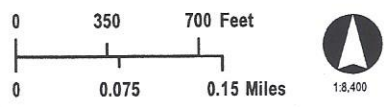
LOCATION MAP





OWNER: Wolfgang & Brunhilde Funke
APN: 123-370-03, 123-320-02, 123-360-07
CASE: CDU 10-2012
AGENT: NSA Wireless, Inc., Pamela Nobel
ADDRESS: 2335 N. Hwy. 1, Albion

FIRE HAZARD SEVERITY ZONES
ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT



COUNTY OF MENDOCINO
DEPT OF PLANNING AND BUILDING SERVICES
 501 LOW GAP ROAD, ROOM 1440
 UKIAH, CA 95482
 Telephone: 707-463-4281
 FAX: 707-463-5709
 pbs@co.mendocino.ca.us
 www.co.mendocino.ca.us/planning



Case No(s)	_____
CDF No(s)	_____
Date Filed	_____
Fee	_____
Receipt No.	_____
Received by	_____
Office Use Only	

APPLICATION FORM

APPLICANT

Name CELLCO Partnership, d/b/a Verizon Wireless
 Mailing _____
 Address 2785 Mitchell DRIVE
 City Walnut Creek State CA Zip Code 94598 Phone 925-279-6479

PROPERTY OWNER

Name Wolfgang F. Funke AND Brunhilde K. Funke
 Mailing _____
 Address 2335 N. Highway 1
 City ALBION State CA Zip Code 95410 Phone 707-937-4425

AGENT

Name NSA Wireless, Inc., PAMELA NOBEL
 Mailing _____
 Address 2000 Crow Canyon Place #400
 City SAN RAMON State CA Zip Code 94583 Phone 707-486-7252

PARCEL SIZE

100,500 Square feet
 Acres

STREET ADDRESS OF PROJECT

2335 N. HIGHWAY 1 - ALBION, CA

ASSESSOR'S PARCEL NUMBER(S)

123-370-03

TYPE OF APPLICATION

(Check Appropriate Boxes)

- | | |
|---|---|
| <input type="checkbox"/> Rezoning | <input checked="" type="checkbox"/> Use Permit |
| <input type="checkbox"/> Land Division: Minor | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Land Division: Major | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Land Division: Parcel | <input type="checkbox"/> Agricultural Preserve |
| <input type="checkbox"/> Land Division: Resubdivision | <input type="checkbox"/> Reversion to Acreage |
| <input type="checkbox"/> Exception | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Modification of Conditions | <input checked="" type="checkbox"/> Other: <u>Coastal DEV. PERMIT</u> |

I certify that the information submitted with this application is true and accurate.

[Signature] 11-30-2012 Wolfgang Funke 11-28-2012
 Signature of Applicant/Agent Date Signature of Owner Date

Brunhilde Funke

SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Department of Planning and Building Services and other agencies who will be reviewing your project proposal. Please remember that the clearer picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions. Those questions which do not pertain to your project, please indicate "Not applicable" or "N/A".

THE PROJECT

1. Describe your project. Include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

Proposed unmanned telecommunications facility consisting of a 105'

monopine, a 12' x 16' equipment shelter and a standby 30KW Diesel generator with a UL142 gal fuel tank, located within a 30' by 35' lease area

within a chain link fence with green slats. Monopine and equipment will be

located approximately 400 feet from N. Highway 1 behind an existing row of

cypress trees. Proposed lease area will be accessed from the existing graveled driveway that will be extended and graveled to include a

fire turnaround per Mendocino County Fire Safe Requirements, Public

Resource Code 4290.

5. Will vegetation be removed on areas other than the building sites and roads? Yes No
Explain:

6. Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? Yes No If yes, explain:

Project will include a standby diesel generator, 30 KW, with a UL142 Fuel Tank,
Equipment cabinets containing batteries, inside of prefabricated shelter.

7. How much off-street parking will be provided?

	Number	Size
Number of covered spaces	_____	_____
Number of uncovered spaces	_____	_____
Number of standard spaces	_____	_____
Number of handicapped spaces	_____	_____
Existing Number of Spaces	_____	
Proposed Additional Spaces	_____	
Total	n/a	

8. Is any road construction or grading planned? Yes No If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

Existing gravel path to be extended to the lease area and fire turnaround,
approximately 300 feet. Flat land.

9. For grading or road construction, complete the following:

A.	Amount of cut	_____	cubic yards
B.	Amount of fill	_____	cubic yards
C.	Maximum height of fill slope	_____	feet
D.	Maximum height of cut slope	_____	feet
E.	Amount of import or export	_____	cubic yards
F.	Location of borrow or disposal site	_____	

10. Does the project involve sand removal, mining or gravel extraction? Yes No
 If yes, detailed extraction, reclamation and monitoring plans may be required?

11. Will the proposed development convert land currently or previously used for agriculture to another use?
 Yes No

If yes, how many acres will be converted? _____ acres. An agricultural economic feasibility study may be required.

12. Will the development provide public or private recreational opportunities? Yes No
 If yes, explain below:

13. Is the proposed development visible from State Highway 1 or other scenic route? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. Is the proposed development visible from a park, beach or other recreational area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

15. Does the development involve diking, filling, dredging or placing structures in open coastal water, wetlands, estuaries or lakes? **No**

Diking: Yes No
 Filling: Yes No
 Dredging: Yes No

Placement of structures in: **n/a**

- open coastal waters
- wetlands
- estuaries
- lakes

If so, amount of material to be dredged or filled? _____ cubic yards.

Location of dredged material disposal site? **n/a**

Has a U.S. Army Corps of Engineers permit been applied for? Yes No **n/a**

16. Will there be any exterior lighting? Yes No
 If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.

17. Utilities will be supplied to the site as follows:

A. Electricity:

- Utility Company (service exists to the parcel)
- Utility Company (requires extension of service to site: _____ feet _____ miles)
- On Site Generation - Specify: _____

B. Gas:

- Utility Company/Tank
- On Site Generation - Specify: diesel 30kw generator with UL142 tank
- None

C. Telephone: Yes No

18. What will be the method of sewage disposal?

- Community sewage system - Specify supplier _____
- Septic Tank
- Other - Specify: n/a

19. What will be the domestic water source:

- Community water system - Specify supplier _____
- Well
- Spring
- Other - Specify: n/a

20. Are there any associated projects and/or adjacent properties under your ownership?

Yes No If yes, explain (e.g., Assessor's Parcel Number, address, etc.):

Adjacent parcels owned by FUNKE. APN: 123-320-02 and 123-360-07

21. List and describe any other related permits and other public approval required for this project, including those required by other County departments, city, regional, state and federal agencies:

Mendocino County Building Permit, FCC and FAA approvals, CPUC. State of

California Department of Forestry and Fire Prevention.

THE SITE

22.	<p>Describe the location of the site in terms of readily identifiable landmarks (e.g., mailboxes, mile posts, street intersections, etc.):</p> <p><u>Site is located on the East side of N Highway 1, approximately 1/2 mile North of the intersection with Navarro Ridge Road. Graveled road is gated off Highway 1.</u></p> <hr/> <hr/> <hr/>
23.	<p>Are there existing structures on the property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe below, and identify the use of each structure on the plot plan or tentative map if the proposal is for a subdivision.</p> <p><u>Single Family residence, 2 barns and a two car garage</u></p> <hr/> <hr/> <hr/>
24.	<p>Will any existing structures be demolished? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Will any existing structures be removed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable?</p> <hr/> <hr/> <hr/> <hr/>
25.	<p>Project Height. Maximum height of existing structures <u>20</u> feet. Maximum height of proposed structures <u>105</u> feet.</p>
26.	<p>Gross floor area of existing structures <u>7,500 est</u> square feet (including covered parking and accessory buildings). Gross floor area of proposed structures <u>1,050</u> square feet (including covered parking and accessory buildings).</p>
27.	<p>Lot area (within property lines): <u>103,500</u> <input type="checkbox"/> square feet <input checked="" type="checkbox"/> acres.</p>

28. Briefly describe the project site as it exists before the project, including information on existing structures and their uses, slopes, soil stability, plants and animals, and any cultural, historical or scenic aspects. Attach any photographs of the site that you feel would be helpful. **The proposed Verizon** project lease site is inside of a Monterey cypress windbreak within semi-natural herbaceous grassland / agricultural field. The lease site access road, which will also support underground utilities, extends from the ranch headquarters through semi-natural herbaceous grassland. The project site and the site access route through the agricultural field are dominated by non-native grasses that are a result of decades of agricultural use;

Also located on the 103,500 acre site is a single family residence, two barns, and a two car garage detached structure. The property is utilized as ranch land and hay production and is also occupied by owner in the family home, and is under the Williamson Act.

29. Briefly describe the surrounding properties, including information on plants, animals and any cultural, historic or scenic aspects. Indicate the type of land use (use chart below) and its general intensity. Attach any photographs of the vicinity that you feel would be helpful.

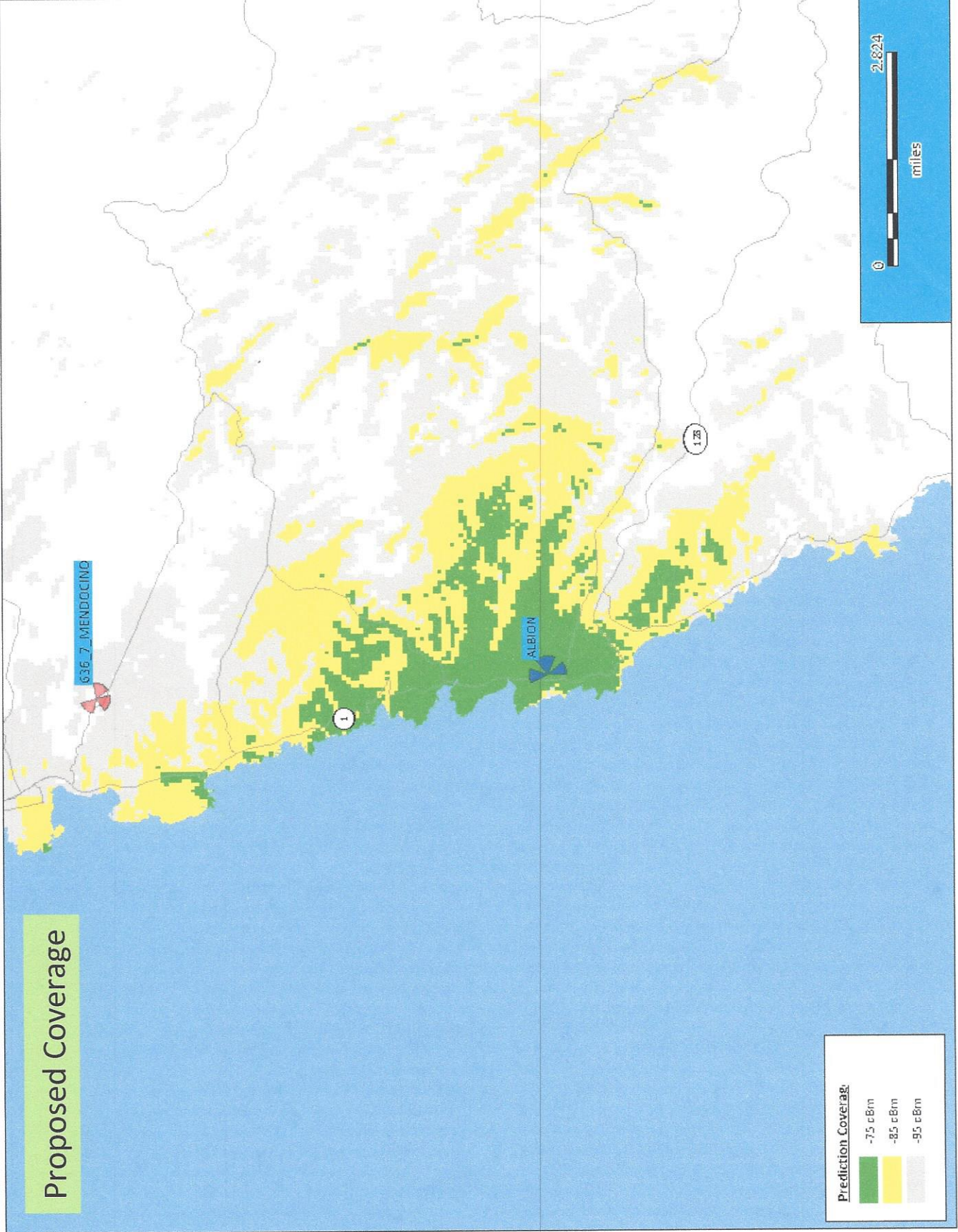
The site is surrounding by open agricultural land, cypress and native trees. No homes for miles. Closest home across the Highway One on Nonella Lane.

(See biological assessment dated November 2012 for more detail)

30. Indicate the surrounding land uses:

	North	East	South	West
Vacant				
Residential				
Agricultural	X	X	X	
Commercial				
Industrial				
Institutional				
Timberland				
Other <u>Highway One</u>				X

Proposed Coverage

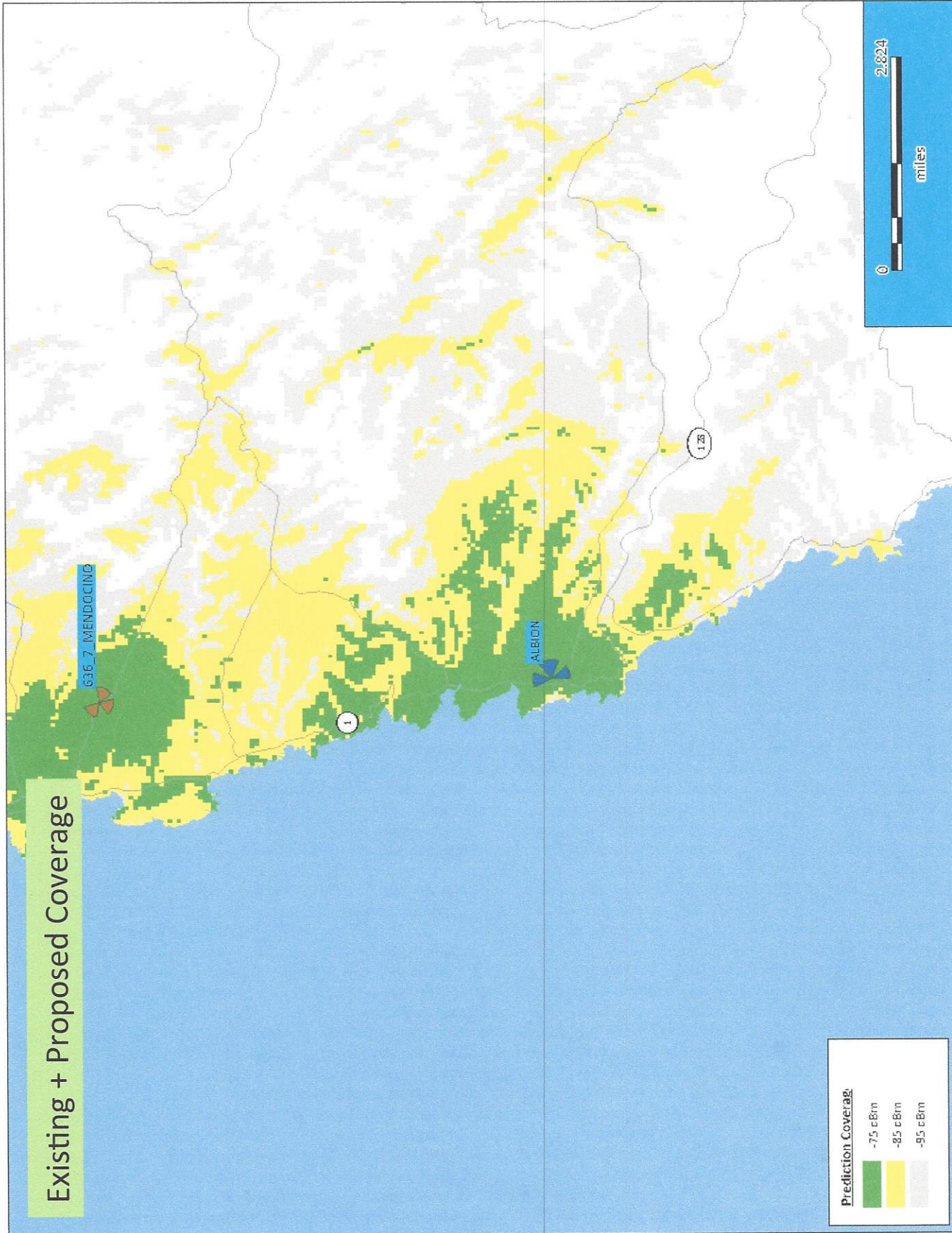


Prediction Coverage:

- 75 cBm
- 85 cBm
- 95 cBm

0 2.824 miles

Existing + Proposed Coverage



1/16/13

To Athens Clients:

We hope that your new year is starting off well. As you enter the new year, please do not hesitate to contact us if you need any year end reports or other data requests. We will be pleased to assist you.

As you know, each year you are required to post your OSHA log. To assist you with this requirement, we are enclosing your 2012 OSHA Log.

California employers (except those who are exempt) are required to record work-related injuries and illnesses on Cal/OSHA form 300. **Cal/OSHA form 300A must be posted from February 1 to April 30 of the following year.**

Athens claims management system is able to produce OSHA 300 logs that contain information pertaining to any industrial claim that is reported to Athens. You may already track this information through another system. If not, these reports will assist you in meeting your posting and record keeping requirements. Please note that these reports will not necessarily contain accurate information regarding lost work days and restricted work days because our computer does not track your work schedules. They will also not reflect any recordable claims that were not sent to Athens. You must review these reports and make any necessary changes to reflect the accurate numbers of lost and restricted days.

Please be sure to post the OSHA 300A form from February 1 to April 30 of 2013.

If you have any questions regarding the reports we have prepared, please do not hesitate to call us. If you need additional information regarding Cal/OSHA regulations you can visit their web site at www.dir.ca.gov/dosh.

Sincerely,

Linda Slaughter
Chief Claims Officer

Injuries and Illnesses

primary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log
ating this summary.

egory. Then write the totals below, making sure you've added the entries from every page of the Log. If you

right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or
g rule, for further details on the access provisions for these forms.

of Cases

Total number of cases with jobs transfer or restriction	Total number of other recordable cases
0	0
(I)	(J)

of Days

number of days of transfer or restriction
0
(L)

Illness Type

(1) Piratory onns	(2) Fractures	(3) Burns	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
0	0	0	0	0	0

April 30 of the year following the year covered by the form.

age 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete
id to the collection of information unless it displays a currently valid OMB control number. If you have any comments about
partment of Labor, OSHA, Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC

Establishment information

Company name 195 - ALBION-LITTLE RIVER

Your establishment name 195 - ALBION-LITTLE RIVER

Po Box 101 Albion, CA 95410-0101

Street City State Zip

Industry description (e.g., Manufacture of motor truck trailers)

Standard Industrial Classification (SIC), if known (e.g., SIC 3715) or North American Industrial Classification (NAICS), if known (e.g. 336212)

Employment information (If you don't have these figures, see the Optional "Worksheet to Help You Fill Out the Summary" to estimate.)

Annual average number of employees

Total hours worked by all employees last year

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.

Company executive () Title / /
Phone Date

U.S Department of Labor
Occupational Safety and Health Administration

Company Name 195 - ALBION-LITTLE RIVER
Establishment name 195 - ALBION-LITTLE RIVER
Po Box 101 Albion, CA 95410-0101

Illnesses

Describe the case

(D) Date of Injury or onset of illness
(E) Where the event occurred (e.g., Loading dock north end)
(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)

Classify the case

CHECK ONLY ONE box for each case based on the most serious outcome for that case

Death	Days away from work	Remained at work		On job transfer or restriction	Injury	Skin Disorder	Respiratory condition	Poisoning	Hearing Loss	All other illnesses	
		Job transfer or restriction (I)	Other recordable cases (J)								
(G)	(H)	(I)	(J)	(L)	(M)	(1)	(2)	(3)	(4)	(5)	(6)

Enter the number of days the injured or ill worker was:

Away from work (K)

On job transfer or restriction (L)

Check the "injury" column or choose one type of illness:

Injury (1)

Skin Disorder (2)

Respiratory condition (3)

Poisoning (4)

Hearing Loss (5)

All other illnesses (6)

Page Totals :

0	0	0	0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete to the collection of information unless it displays a currently valid OMB control number. If you have any comments about Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC

Alan Taeger

From: Jennifer Peters <jpeters@gsrma.org>
Sent: Friday, February 01, 2013 2:49 PM
To: ataeger@mcn.org; ted@ted.net; lcampagna@agloan.com;
andersoncemetery@snowcrest.net; firechief.avcsd@gmail.com;
districtmgr.avcsd@gmail.com; arbucklecemetery@hotmail.com; apud@frontiernet.net;
agcemetery@sbcglobal.net; jyeutter@aol.com; artoisfiredepartment@yahoo.com;
gilbert.a.cabrera@gmail.com; gilbert.a.cabrera@gmail.com;
aubcemetery@accessbee.com; katwoman@hughes.net; carlfunke@pulsarco.com;
pjmcldl@gmail.com; evla@sbcglobal.net; ayoung@bwgwater.com;
emassa@bwgwater.com; deltabkm@citlink.net; r.mikkelsen@att.net;
nleschewan@yahoo.com; burneycemdist@frontiernet.net; sec_17@burneyfireems.org;
chief_barber@burneyfireems.org; linqba@yahoo.com; ucemetery@yahoo.com;
info@cambriacemetery.com; cvillepam@gmail.com; ian_turnbull@ruralits.com;
jscribner@glenncoe.org; kworthley@glenncoe.org; kalamaras1@saccounty.net;
maryalicewhitehead@yahoo.com; chivatia@yahoo.com; cmbcemetery0959@att.net;
rpratt49@hotmail.com; chuck.jernigan@gmail.com; chestercemetery@frontiernet.net;
dsnodgrass@crescentcity.org; kmcdonald@crescentcity.org; acrook@cityoforland.com;
eniblack@cityofwilliams.org; rgreenbaum@cityofwilliams.org; anna@cloviscemetery.org;
ckpaine@sbcglobal.net; sherrin@mlode.com; cbdd61@yahoo.com;
colusacemeterydistrict@frontier.com; lcecon@ncen.org; patti.turner@ca.nacdnet.net;
ccwd2@frontiernet.net; jmkamk62257@gmail.com; sibbet@mcn.org;
sunsethillscemetery@yahoo.com; rwarco@att.net; cottcem@snowcrest.net;
mcavier@countyofglenn.net; admin@crescentfire.com; mcblobo60@aol.com;
deltajackie@hotmail.com; lbrown@sierracounty.ws; laf1110@sbcglobal.net;
fwhipp@klwhippandco.com; ohlhausen@elmediofire.com; cacker@mcn.org;
elkwater@mcn.org; pride@rpm4you.com; egccd@frontiernet.net;
evcdistrict@verizon.net; rayyoung.focd@gmail.com; terriperrin.focd@gmail.com;
mgbassett@frontiernet.net; gharlow@ccoe.net; ploera@glenncoe.org;
kewing@co.yuba.ca.us; lcunningham6511@gmail.com;
rcunningham@soperwheeler.com; galarn@softcom.net; bprather@hra.ca.glenn.ca.us;
rjones@glenncoe.org; traceyquarne@glenncoe.org; kandi.manhart@ca.nacdnet.net;
mthomas@countyofglenn.net; firefighter319@gmail.com; gb_cemetery@yahoo.com;
halcumbcemetery@frontier.com; hccsdgm@att.net; hccsd@sbcglobal.net;
hcfcd@sbcglobal.net; ctracy@hamiltonusd.org; dlyon@hamiltonusd.org;
eperry@hamiltonusd.org; hanfordcd@att.net; h.dist@att.net; judie57@gmail.com;
kmoeller@gvni.com; hcsd@4fast.net; anne@pa-marin.org; jakeherfel@yahoo.com;
plyons@sonic.net; jk_turner@sbcglobal.net; kelseyvilcemetery@att.net;
krcvsecretary@aol.com; krcvwatchman@aol.com; cemeterywoman@saber.net;
cemeteryman@saber.net; klfd900@afes.com; laportefire@yahoo.com;
kwhitney@countyofnapa.org; cpruett@glenncoe.org; nbaker@glenncoe.org;
cmann@pulsarco.com; wellerbros@pulsarco.com; eric@larrabeefarms.com;
liveoakcem@yahoo.com; laytfire@mcn.org; laytfire@mcn.org; nettenunn@aol.com;
lbcemetery@att.net; jstewart@rsacivil.com; bonniesue34@yahoo.com; paula.mcg56
@gmail.com; madcem@yahoo.com; bkarry@frontiernet.net; tomandlinda@afes.com;
carranchofarms@hughes.net; maxwellfire@frontiernet.net;
druiz@maxwellirrigationdistrict.com; maxwellpud@frontiernet.net;
maxpud@frontiernet.net; mkwell98@aol.com; flyingt@plsn.com; jodim@mcn.org;
edobrien@mcn.org; mvfe@mcn.org; furytown@mcn.org; jfrye67@gmail.com;
nreding@hsa.co.merced.ca.us; wayneaeisenhart@gmail.com; mdnfire@succeed.net;
millvillecemeterydist@frontiernet.net; msfpd_rjoyce@nctv.com;

To:

mcoon@ci.concord.ca.us; murrieta3@verizon.net; christyleighton@sbcglobal.net; kerry.whitney@countyofnapa.org; tombstonencd@sbcglobal.net; ann@ns-pa.org; nrgcem@sbcglobal.net; ncrooks@ncen.org; pmlandrews@sonnet.com; oakhillcemetery1@verizon.net; d.torrence@orccd.com; t.deutsch@orccd.com; april@pulsarco.com; ocd@succeed.net; cheif30@sbcglobal.net; oawdemil@sbcglobal.net; oroville.district@att.net; pvcmemetery@cruzio.com; paracem@jps.net; tomflynn@pasoroblescemetery.com; pattersoncemetery@gmail.com; dolores.mcgr@yahoo.com; spikemouse@ecoisp.com; jknight512@aol.com; placercemetery@gmail.com; cnunes@glenncoe.org; gsandro@glenncoe.org; djguyer@gmail.com; ppcd@ocsnet.net; cwalker@glenncoe.org; jgreene@glenncoe.org; djcem.1@yahoo.com; ramonacemetery@sbcglobal.net; dgillum@rmcsd.com; dbradberry@rmcsd.com; slindenfeld@ranchomurieta.com; rd2140@sbcglobal.net; rd2140@sbcglobal.net; fonsecaandfonseca@frontiernet.net; amgiannini@citlink.net; Kim@rd784.org; steve@rd784.org; redbluffcemeterydistrict@yahoo.com; hillary1@wildblue.net; riverdeltaadmin@frontier.com; riverviewcemetery@sbcglobal.net; rrcd@att.net; simonsonr@saccounty.net; liuk@saccounty.net; salsan@sbcglobal.net; gmchugh@sjgov.org; tcrranch@sbcglobal.net; santamariacemetery@linkline.com; selmacem1@yahoo.com; svcd@snowcrest.net; c.d.slicton@mlode.com; shilohcemetery@gmail.com; olwoman70@yahoo.com; linda@ssvems.com; silveyvildist@att.net; silveyvildist@att.net; denise.weikert@fire.ca.gov; jboland@lehighcement.com; bscurry@solanocounty.com; southkerncemetery@gmail.com; tdrury@glenncoe.org; algaddini@aol.com; tcpartybus@aol.com; sutrcemd@syix.com; office@sylvancemetery.com; tpcd@tvwireless.net; jsutton@tccanal.com; ldicharry@tccanal.com; 101ranch@gmail.com; tpcd@att.net; justjan4u@yahoo.com; triciafischer@suddenlink.net; TiLutz@tularehhsa.org; uvfd@mcn.org; chief6400@att.net; dm@uvsd.org; larco5@softcom.net; visaliacemetery@aol.com; Joel@WestSideCemetery.com; druz@westsidewd.com; wheatlandcd@att.net; gnordquist@cityofwildomar.org; dnis@frontiernet.net; wfpa@frontiernet.net; wfpa@frontiernet.net; rmichaudaviation@yahoo.com; mgeivett@willowsunified.org; wintoncemeterydistrict@arrival.net; dntafoya@yahoo.com; yolofd800@yahoo.com; tomandlinda@afes.com

Subject:

Reminder re: GSRMA LPIP Application

Good Afternoon All,

We wanted to remind you that it is that time of year again. It is time to submit your Loss Prevention Incentive Program (LPIP) application.

As a reminder, your district can earn up to 10% of your annual contribution (maximum of \$50,000) based on your qualification with the program criteria.

This program was developed in an effort to create behavioral changes by member agency's Boards and employees towards safety and loss prevention. It was also developed to improve member agency's loss prevention and safety programs and to promote greater administrative efficiencies.

To apply members must complete the Self Evaluation Application. The completed applications are due to Mark Marshall by Monday, March 4, 2013.

The application can be found on our website at www.gsrma.org on the Resources Tab under Loss Prevention. If you have questions or are interested in learning more please contact Mark Marshall or Jennifer Peters at lossprevention@gsrma.org or at (530) 934-5633.

Thanks,

Jennifer Peters
Loss Prevention Specialist
Golden State Risk Management Authority
247 W. Sycamore Street, P. O. Box 706
Willows, CA 95988
(530) 934-5633 - Phone
(530) 934-8133 - Fax

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\$100
donated
deposited
Katz

2/3/13

January 23, 2013

Hello Neighbors!

Thank you so much for answering
my 4 AM (more or less) call for a
gas leak last week. A tree branch had
fallen on our propane tank and broken
the gas pipe. You are a blessing!

Sara (and Hal) Stone
Middle Ridge Rd, Albion

Alan Taeger

From: Shari Schapmire <schapmis@co.mendocino.ca.us>
Sent: Tuesday, February 05, 2013 5:12 PM
To: Albion FPD; Anderson District; Russian District; ukiahvalleysd@att.net; lorim@btcasd.org; Kathy Bull; Carl Magann; cloythomas@covelo.k12.ca.us; ngriesert@covelo.k12.ca.us; esutphin@fbusd.us; kathec@fbusd.us; Anderson CSD; larrycasteel@gmail.com; lvfpdist@gmail.com; megan@leggett.k12.ca.us; bloflin@mcn.org; eoropeza@mcn.org; jmorse@mcn.org; Mendocino CSD; laytfire@mcn.org; Manchester Elementary; megk@mcn.org; mfpd@mcn.org; Manchester Elementary; pasdo@mcn.org; Anderson District; sswan@mcn.org; Anderson District; Potter District; Potter District; vgulick@mcoe.us; vtodd@mcoe.us; ecichocki@mendocino.edu; lperryman@mendocino.edu; Covelo District; Russian Control; willitsfire@sbcglobal.net; dkubin@uusd.net; sharrington@uusd.net; luminart@wildblue.net; mystpwr@willitsonline.com; pvid@willitsonline.com; sellriott@willitsonline.com; katiaguilar@willitsunified.com; squeak_95490@yahoo.com
Cc: Carmel Angelo; Carre Brown; Meredith Ford; Julie Forrester; Dan Gjerde; Dan Hamburg; Kyle Knopp; John McCowen; John Pinches; Lloyd Weer
Subject: Treasury Pool Meeting - March 14, 2013
Attachments: TREASURY MEETING.doc; INVESTMENT POLICY 2013.pdf

Good Afternoon,

The annual Mendocino County Treasury Pool Roundtable Discussion Group Meeting will be held on March 14, 2013 at 1:00 p.m. in Conference Room C of the Administration Center; the flyer is attached, please feel free to share it with anyone who you think may be interested in attending.

Also attached for your review is the latest version of the Investment Policy, approved by the Board of Supervisors on January 8, 2013. The Investment Policy will be discussed at the meeting; however, due to the length of the document, there will be only a limited supply available at the meeting.

Jayson Schmitt, Senior Vice President, and Andy Jeremi, Client Services Representative, from our new investment advisory firm, Chandler Asset Management, will be available to share their expertise with the group as well as answer any questions you may have.

If you have any questions, please feel free to contact me directly.
Shari

Shari L. Schapmire

Treasurer-Tax Collector
County of Mendocino
501 Low Gap Road, Room #1060
Ukiah, CA 95482
(707) 234-6884 (Direct Line)
(707) 463-4166 (FAX)

MENDOCINO COUNTY TREASURY POOL



Roundtable Discussion

Date: **March 14, 2013**

Time: **1:00 p.m.**

Mendocino County Administration Center
501 Low Gap Road, Ukiah
Conference Room C

Items to be discussed:

- New Investment Advisor
- Economic Indicators
- Current Investment Strategy
- Investment Policy
- Interest Apportionment Rates
- Costs Associated with Treasury Pool
- Banking Services
- Any Additional Topics of Interest

All pool participants are encouraged to attend this informal roundtable discussion. Interested members of the public are also welcome to attend. If you have any questions or comments, please feel free to contact Shari Schapmire, Mendocino County Treasurer, at 234-6884.

Alan Taeger

From: Kim McGeoghegan <kim@gsrma.org>
Sent: Wednesday, February 06, 2013 1:33 PM
To: Kim McGeoghegan
Cc: Loss Prevention
Subject: Memo Regarding AB2298
Attachments: Memo to Public Safety Members re AB2298.pdf

On January 1, 2013 Assembly Bill 2298 (AB2298) became effective. All public Safety agencies should be aware of this bill. We have attached a memo regarding said bill which contains a link to the bill in its entirety. If you have questions regarding this new legislation, need assistance with the development of a policy or program, or would like more information about the courses available on MemberLink, please feel free to contact us at lossprevention@gsrma.org or 530-934-5633 and we would be happy to assist.

Kim McGeoghegan
Member Services Coordinator

Golden State Risk Management Authority
PO Box 706
Willows, CA 95988
(530) 934-5633 Phone
(530) 934-8133 Fax
www.gsrma.org kim@gsrma.org

This email and all attachments to it are for the sole use of the intended recipients(s) and may contain proprietary information of Golden State Risk Management Authority. This email may also contain information which is confidential or which is protected from disclosure by privilege. Any unauthorized use, disclosure or distribution of this email and its attachments is prohibited. If you are not the intended recipient, let us know by reply email and then erase and destroy all electronic or other copies of this message

On January 1, 2013 Assembly Bill 2298 (AB2298) became effective. All public safety agencies should be aware of this bill. A recent California Association of Joint Powers Authorities (CAJPA) Legislative Update provided the following analysis on the potential impact of this bill. "Do you have any peace officers or firefighters using their own vehicles on agency business? If so, be ready for the liabilities imposed by AB 2298. Effective January 1, 2013 an agency will be liable for any injuries caused by the negligent use of the personal vehicle. The peace officer or firefighter will have no liability. CAJPA members may want to revisit their current agency policies on the use of personal vehicles on agency business in response to the passage of AB2298."

Prior to the passage of this bill an employee's personal insurance was considered the primary coverage if they experienced an accident while driving their personal vehicle for agency business. The employer's insurance was considered excess to the employee's policy. However under this law the employee's personal policy no longer provides coverage and the employer provides "first dollar" coverage.

AB2298 reads in part:

"This bill would provide that, in the event of a loss or injury that occurs as the result of an accident during any time period when a private passenger motor vehicle is operated by an employee who is a peace officer, member of the Department of the California Highway Patrol, or firefighter and used by him or her at the request or direction of the employer in the performance of the employee's duty, the vehicle's owner shall have no liability, and the employer shall be considered the owner of the vehicle for the purpose of any liability and defense of the claim."

In light of these changes Golden State Risk Management Authority has recommendations that may be helpful in preventing losses or claims relative to this new bill for your agency. Some of our recommendations are as follows:

- Develop a policy regarding the use of personal vehicles for agency purposes.
- Ensure all staff and/or volunteers have a Valid California Driver's License.
- Provide a Defensive Driving Training program.

You may already have policies and procedures in place that address these issues. If so, we would be interested in receiving a copy of your policy so we may share it with our other public agencies that may not have policies currently in place.

GSRMA has many resources available to assist you regarding AB2298 and a Defensive Driving program.

- Online training through our MemberLink.
- On-site Defensive Driving training.
- Assistance with policy development and review.

If you have questions regarding this new legislation, need assistance with the development of a policy or program, or would like more information about the courses available on MemberLink, please feel free to contact us at lossprevention@gsrma.org or 530-934-5633 and we would be happy to assist.

If you would like to read this bill in its entirety please visit www.leginfo.ca.gov, click on the Bill Information button, select the 2011-2012 Session and search for AB 2298.

Alan Taeger

From: EO <EO@mendolafco.org>
Sent: Wednesday, February 06, 2013 5:37 PM
To: ataeger@mcn.org; carolbaker0299@att.net; mvfd@mcn.org
Cc: comptchefire@pacific.net
Subject: Municipal Service Review Interview

To: Albion-Little River Fire Protection District

Comptche Community Services District

Mendocino Fire Protection District

Dear District Contacts:

We are getting organized with regard to our face-to-face interviews with each of the special districts that provide fire protection services.

By now, we assume you have received our 'kick off letter' and the initial Request for Information (RFI No. 1) for your Municipal Service Review (MSR).

Our LAFCo Analyst, Craig Baracco, will be conducting the interviews under the following overall framework:

1. The interview should include the Fire Chief (or representative) and a member of the Board of Directors, plus any other District personnel you consider appropriate.
2. The interview will take approximately an hour, along with a brief tour of District facilities and a few photographs.
3. We are grouping the Districts geographically, anticipating that interviews can be conducted in adjacent Districts on the same day. Hence, Albion-Little River FPD, Comptche CSD and Mendocino FPD together.
4. Craig will be available every day between Friday, February 15th and Sunday, February 24th, which also includes weekends.
5. We ask that you pick a day in which all three Districts are available, and that you coordinate times – perhaps one interview at 11:00 AM, one at 1:00 PM, and one at 3:00 PM.

It is not necessary to prepare any information for the interview. We will simply 'pick your brains' and then follow-up with specific information.

We try to make the MSR process as painless as possible, and make the most of your valuable time.

We look forward to getting started.

Please e-mail or call direct (209-304-0028) if you have questions, or when you have picked a date.

It is 'first come – first serve' so we are looking at six days of interviews for the 13 Districts.

Thank you for your interest and participation.

Regards,

Bruce Baracco

Executive Officer

Mendocino LAFCo

Alan Taeger

From: Ted Williams <ted@ted.net>
Sent: Thursday, February 07, 2013 4:53 PM
To: <board@albionfire.com>
Subject: Fwd: FDAC Annual Conferene 2013

Begin forwarded message:

From: "Daniel J. Grebil" <dgrebil@scottsvalleyfire.com>
Subject: FW: FDAC Annual Conferene 2013
Date: February 7, 2013 4:41:55 PM PST
To: undisclosed-recipients;

See you in Napa!



February 7, 2013

FDAC Annual Conference

There is less than a month left to book your room for the FDAC Annual Conference!

The Annual Conference will be held at the [Embassy Suites Napa Valley](#) from April 4 through 6. FDAC has secured a room rate with the hotel, rates begin at \$154 and include a complimentary full cooked breakfast, complimentary evening beverage reception, and complimentary wireless internet in guest rooms. The deadline to take advantage of the FDAC room rate is **Saturday, March 2, 2013**. Reservations can be made [online](#) or by calling the hotel directly at 707-253-9540. The rooms are limited so don't delay and make your reservations today.

The full Conference Registration rate is \$295.00. Registration is available [online](#) or by downloading the [registration form](#) and faxing it to the FDAC office at 916-231-2141. Please contact Simone Parker at simone@fdac.org if you have any questions or need assistance registering.

We look forward to seeing you in Napa!

FDAC and the FDAC Logo are property of the Fire Districts Association of California.
FDAC - 1215 K Street, Suite 940, Sacramento, CA 95814. 800.829.4309



**California Special
Districts Association**
Districts Stronger Together

February 5, 2013

02-08-13P03:42 RCVD

Mr. Alan Taeger
President
Albion-Little River Fire Protection District
PO Box 805
Albion, CA 95410

Dear Mr. Taeger,

Thank you for your participation in the CSDA District Purchasing Card program offered in partnership with Bank of the West. We are happy to present you with the enclosed rebate based on your agency's 2012 spend.

The District Purchasing Card is a unique program that allows CSDA members to aggregate their spend with that of other participating agencies and earn rebates at a higher rate. As the number of program participants and their aggregated annual spend increases, the potential for rebates will continue to grow.

In addition to being a secure purchasing tool, your card can be utilized for a wide range of reoccurring vendor payments such as telecommunications and other utilities, consulting services, landscaping contracts and more. To learn more about maximizing your CSDA District Purchasing Card usage, contact Bank of the West program support at 866.683.9893.

CSDA's goal is to be the premier resource for all special districts. Your membership in CSDA helps us to effectively advocate on your behalf while providing you with training, information and services crucial to your district. If we can ever be of assistance, please call us at 877.924.2732, visit us online at www.csda.net or email me directly at cathrinel@csda.net.

Best regards,

Cathrine Lemaire
Member Services Director

check for
\$365.89
received

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
f: 916.442.7889

02-08-13P03:43 RCVD

TO: MENDOCINO HISTORICAL REVIEW BOARD AND
ALL SPECIAL DISTRICTS (WATER, FIRE & COMMUNITY SERVICE)
ALONG THE COAST:

Brown Act and Ethics Training

Offered by Mendocino County Counsel, Thomas Parker

March 4, 2013

5:30 pm

Training duration is ~1.5hr, materials & certificates will be provided

Mendocino Community Center

In the Art Room

998 School St, Town of Mendocino

At the corner of School and Pine Streets

Please RSVP by Feb 18:

to Abbey Stockwell, Planning and Building Services – Fort Bragg
Office: 964-5379 or stockwea@co.mendocino.ca.us

Alan Taeger

From: Katya Gregonis <katya.gregonis@gmail.com>
Sent: Monday, February 11, 2013 7:27 PM
To: board@albionfire.com
Subject: resignation

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Board,

I regret to inform you that I am resigning from my position as district's bookkeeper. This wasn't an easy decision, because I am grateful for the opportunities for personal and professional development it have provided me over the years and I have truly enjoyed it. I am especially thankful to Alan for mentoring and supporting me. But after long days of consideration, my decision is now final. I will be able to provide my services to the end of March and help new bookkeeper with transition during first part of April.

One again thank you very much for the opportunity to be your bookkeeper all theses years.

Best wishes,
Katya Gregonis

Alan Taeger

From: wingwood@gmail.com on behalf of Scott Roat <scott@mendocinorealestate.net>
Sent: Wednesday, February 13, 2013 12:50 PM
To: Alan Taeger; ken matheson; Eleanor Riley; Ed Petrykowski; ted williams
Subject: Fwd: Roat Promotion

Hello -

Looks like we've received continuing harassment from our friend with the German email address - see below.

As you know, the press makes mistakes - I did not represent myself as the President.

I had been in discussion on this matter with both Ken Matheson and Ted Williams while underway on a Bay Area getaway yesterday.

Further, I had informed the Press Democrat of this and several other errors in the article PRIOR to receiving this email, and their email response back to me to discuss and correct this matter was essentially concurrent with this silly admonishment; I can provide the email thread and header information with time stamp if desired.

Scott

----- Forwarded message -----

From: Joe Gambetta <feuerhabicht@rocketmail.com>
Date: Wed, Feb 13, 2013 at 8:42 AM
Subject: Roat Promotion
To: "scott@mendocinorealestate.net" <scott@mendocinorealestate.net>

Roat:

We find it interesting your name arises again attached to a lie that benefits you. Unless you are now indeed the president of the fire district.

THE PRESS DEMOCRAT
Published: Tuesday, February 12, 2013 at 1:12 p.m.

"...said firefighter Scott Roat, president of the Albion-Little River Fire Protection District."

Citizens For Honesty In Government

--
Scott Roat
Broker Associate
Century 21 Seascape Realty
Mendocino, CA 95460

p: 707.937.6161
f: 707.937.0344

<http://www.mendocinorealestate.net>

DRE License #01493269

February 13, 2013

Board of Directors
Albion Little River Fire Protection District
PO Box 634
Albion, CA 95410

Dear Board of Directors and Firefighters,

I am writing this letter at 3am on Wednesday morning because I can't sleep. Since before and after announcing at the special evaluation meeting on January 23, 2013 that due to family health and personal issues I would be resigning from the board at the end of March I have attempted to make an effort to assist other board members learn and assume a share of duties of the board. One of the reasons that I did not just quit the board outright is that I wanted to try to mitigate the shock of the notion that other board members would have to pick up the slack. To that end I have spent extra time since that meeting attempting to explain and demonstrate to fellow board members the need and methods for keeping timely and accurate district records and to pass along a system developed with great effort over the last several years. That effort included a written demonstration and tutorial of elements of the production of meeting minutes as well as a statement of the importance of presenting draft minutes to board members for their review in enough time to make additions and corrections in advance of the next business meeting. I feel that my efforts have been ignored and unappreciated. As of this time, just over 36 hours before the next district business meeting, I have not seen any draft minutes nor had any feedback from any of the materials that I sent out for consideration for the upcoming meeting from any other board member except Ken. When I had a chance encounter with Scott Roat yesterday morning and asked him where are the draft minutes for the last three meetings for board review before the meeting on Thursday he looked at me in what appeared to me to be total surprise and told me not to worry about it.

I'm sorry, I do worry about it. I must be the only board member who does. Scott's response makes me feel as if my efforts are of no value and I would be better off to resign immediately and be done with the agony of caring about the district and its organization. He doesn't seem to want to accept the duties of his office. No one else seems to realize or remember that the current success and enthusiasm within the fire department comes after excruciating organizational changes that emphasized legality, accountability and transparency. Continued success requires continued diligence on the part of the board to keep accurate, open, and current records and to follow the rules that they, themselves have established. This requires work. If the board does not care about such things and see to it that these procedures are preserved, the district and the fire department will fall, once again, into chaos.

Apparently our bookkeeper, Katya, does not feel confident that the board will be able to support her adequately in my absence for her to be able to continue in that position and has submitted her resignation effective the same time as mine. This does not bode well for the district. Without careful accounting and oversight by the board I fear that the bad old ways of the fire department will return.

The board will have its hands full in the next months, trying to replace one or more board members, finding a new bookkeeper, and possibly finding a board clerk. The further behind the board gets in its fiduciary duties the more difficult each of these tasks will be. I urge you to do what is necessary to maintain the gains that the district has won over the last period and build on them to continue to make Albion Little Fire Protection District an example for others to follow.

At this point I plan to show up at the meeting on Thursday with the meeting materials that I agreed to bring. I will conduct the meeting as president, present the proposals that I have to present, discuss what needs to be discussed and that will be it for me. It is physically and emotionally too much for me to do more. I feel as though I would be allowed to continue to do all of the work of the district without help until I drop. I'm not going to do that. I wish the district well. Perhaps I will feel the urge to find a way to continue to support the district upon my return from my travels.

Good Luck,



Alan Taeger
ataeger@mcn.org
PO Box 805
Albion, CA 95410

Alan Taeger

From: Timothy Hallman <hallmant@co.mendocino.ca.us>
Sent: Wednesday, February 13, 2013 9:47 AM
To: board@albionfire.com
Subject: 2012/2013 Form 700 Statement
Attachments: Ref Pamphlet 2012-2013.pdf; Form 700 2012-2013.pdf; Read First-2013 FPPC Letter.pdf; Albion Little River Fire Portection Dist Conflict Code.pdf

The documents for the 2012/2013 Form 700 Statement are attached. Please, review and distribute to the necessary personnel.

If there are any questions, call us at (707) 463-4315.

Thank you,
Tim Hallman
Administrative Assistant

SUSAN M. RANOCHAK

ASSESSOR-COUNTY CLERK-RECORDER

REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES



PHONE (707) 463-4311

FAX (707) 463-6597

COUNTY OF MENDOCINO

OFFICE OF THE COUNTY ASSESSOR

501 LOW GAP ROAD, RM. 1020

UKIAH, CALIFORNIA 95482

E-MAIL: acr@co.mendocino.ca.us

February 13, 2013

RE: 2012/2013 Form 700 Annual Notifications

It is time to file your Annual form 700 Statement of Economic Interests. Please see the attached conflict of interest code to determine your assigned disclosure category. Your disclosure category specifies the types of personal economic interests that must be disclosed.

Access to the 2012/2013 Form 700 Statement of Economic Interest is available two ways; either through this email's attachment or by going to www.fppc.ca.gov. Both methods utilize fillable formats.

The 2012/13 Annual statements are due no later than Tuesday April 2, 2013. For assistance concerning reporting, the FPPC has published a 2012/13 Form 700 Statement of Economic Interest Reference Pamphlet which is available at <http://www.fppc.ca.gov>.

Page 6 of the 2012/13 Form 700 Statement of Economic Interests is required to be completed whether you have reportable interests or not. Once all applicable forms are completed please print, sign and return to:

Mendocino County Clerk-Recorder
Attn: FPPC Form 700
501 Low Gap Rd., Room 1020
Ukiah, CA 95482

If you have any question please feel free to contact us at (707)463-4315.

Sincerely,

Susan M. Ranochak
Assessor Clerk-Recorder/FPPC Filing Agent

By: Tim Hallman,
Administrative Assistant

APPENDIX A

CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to this District hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chairperson shall forward a copy of this determination to the Board of Directors. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

Directors	1, 2, 3
Attorney for District	1, 2, 3
General Manager	1, 2, 3
Consultants	1, 2, 3

Disclosure Categories

1. Investments in any business entity which, within the last two years, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.

ALBION LITTLE RIVER FIRE PROT. DIST.

2. Income from any source which, within the last 12 months, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment to the District. See Government Code Sections 82030, 87103, 87207.

3. Interest in Real Property located in whole or in part either within the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. See Government Code Sections 82033, 87103, 87206.



**2012/2013
Form 700
Statement of
Economic Interests**

**Reference
Pamphlet**

California Fair Political Practices Commission

428 J Street, Suite 620 • Sacramento, CA 95814

Advice Email: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

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- When to File Page 6
- Terms & Definitions Page 8

What's New

During 2011 and 2012, the gift limit was \$420 from a single source per calendar year. For calendar years 2013-2014, the limit increased to \$440 from a single source during a calendar year. This gift limit is effective until December 31, 2014.

Regulation 18313.6 allows for redaction of certain information from an elected officer's statement of economic interests for purposes of the online posting on FPPC's website if the elected officer has a reasonable privacy concern related to an individual's address, or a family member's name or other personally identifiable information.

Filing Deadlines for Filers Under Active Military Duty - If a person is under active military duty as defined in the Servicemember's Civil Relief Act, the deadline for the annual Form 700 is 30 days following his or her return to office, provided the person or a representative notifies the filing officer in writing prior to the filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

Beginning January 1, 2012, certain gifts you receive may not be reportable. In other cases, gift rules changed and are more strict. See the FPPC gift fact sheets for more information.

Who Must File

1. Officials and Candidates Specified in Gov. Code Section 87200 and Members of Boards and Commissions of Newly Created Agencies

The Act requires the following individuals to fully disclose their personal assets and income described in Form 700, Statement of Economic Interests:

State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State public officials (including employees and consultants) who manage public investments
- Elected members of and candidates for the Board of Administration of the California Public Employees' Retirement System
- Elected members of and candidates for the Teachers' Retirement Board
- Members of the High Speed Rail Authority

Other officials and employees of state boards, commissions, agencies, and departments file Form 700 as described in Part 2 on this page.

Judicial Offices

- Supreme, Appellate, and Superior Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and city public officials (including employees and consultants) who manage public investments

Members of Boards and Commissions of Newly Created Agencies

Members must fully disclose their investments, interests in real property, business positions, and income (including loans, gifts, and travel payments) until the positions are covered under a conflict-of-interest code.

2. State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict-of-Interest Code ("Code Filers")

The Act requires every state and local government agency to adopt a unique conflict-of-interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests.

The code requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests as determined by the code's "disclosure categories." These individuals are called "designated employees" or "code filers."

Obtain your disclosure categories from your agency – they are not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments and business positions in or income (including loans, gifts, and travel payments) from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

In addition, certain consultants to public agencies may qualify as public officials because they make, participate in making, or act in a staff capacity for governmental decisions.

Note: An official who holds a position specified in Gov. Code Section 87200 is not required to file statements under the conflict-of-interest code of any agency that has the same or a smaller jurisdiction (for example, a state legislator who also sits on a state or local board or commission).

Employees in Newly Created Positions of Existing Agencies

An individual hired for a position not yet covered under an agency's conflict-of-interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the agency's broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict-of-interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict-of-interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2012, through December 31, 2012. If the period covered by the statement is different than January 1, 2012, through December 31, 2012, (for example, you assumed office between October 1, 2011, and December 31, 2011, or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the

preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2012.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict-of-interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2012, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2012, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2011, and December 31, 2011, or you are combining statements), the period covered must be specified.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2012.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, and water district board members) must file candidate statements, as required by the conflict-of-interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. To obtain amendment schedules, contact the FPPC, your filing official, or go to the FPPC website at www.fppc.ca.gov.

Where to File

1. Officials Specified in Gov. Code Section 87200 (See Reference Pamphlet, page 3):

In most cases, the filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

Filers	Where to File
87200 Filers	
State offices	Your agency
Judicial offices	The clerk of your court
Retired Judges	Directly with FPPC
County offices	Your county filing official
City offices	Your city clerk
Multi-County offices	Your agency
87200 Candidates	
State offices	County elections official with whom you file your declaration of candidacy
Judicial offices	
Multi-County offices	
County offices	County elections official
City offices	City Clerk
Public Employees' Retirement System (CalPERS)	CalPERS
State Teachers' Retirement Board (CalSTRS)	CalSTRS

2. Code Filers — State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict-of-Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict-of-interest code. In most cases, the agency, board, or commission will retain the statements.

Candidates for local elective offices designated in a conflict-of-interest code file with the elections office where the declaration of candidacy or other nomination documents are filed.

3. Members of Boards and Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body as provided by your code reviewing body.

State Senate and Assembly staff members file statements directly with the FPPC.

Exceptions:

- Elected state officers are not required to file statements under any agency's conflict-of-interest code.
- Filers listed in Section 87200 are not required to file statements under any agency's conflict-of-interest code in the same jurisdiction. For example, a county supervisor who is appointed to serve in an agency with jurisdiction in the same county has no additional filing obligations.

4. Positions Not Yet Covered Under a Conflict-of-Interest Code

Effective January 1, 2010, an individual hired for a position not yet covered under an agency's conflict-of-interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for this disclosure. Such individuals are referred to as "code filers." See Regulation 18734.

When to File

Assuming Office Statements:

Filer	Deadline
Elected officials	30 days after assuming office
Appointed positions specified in Gov. Code Section 87200 or Newly created board and commission members not covered by a conflict-of-interest code	30 days after assuming office or 10 days after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including those held by newly-hired employees) that are or will be designated in a conflict-of-interest code	30 days after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly added to a new or amended conflict-of-interest code	30 days after the effective date of the code or code amendment

Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected mayor), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Late statements are subject to a late fine of \$10 per day per position up to \$100 for each day the statement is late.

Annual Statements:

1. Elected state officers (including members of the state legislature, members elected to the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board);
Judges and court commissioners; and
Members of state boards and commissions specified in Gov. Code Section 87200:

File no later than **Friday, March 1, 2013**.
2. County and city officials specified in Gov. Code Section 87200:

File no later than **Tuesday, April 2, 2013**.
3. Multi-County officials:

File no later than **Tuesday, April 2, 2013**.
4. State and local officials and employees designated in a conflict-of-interest code:

File on the date prescribed in the code (April 2 for most filers).

Exception:

If you assumed office between October 1, 2012, and December 31, 2012, and filed an assuming office statement, you are not required to file an annual statement until March 3, 2014, or April 1, 2014, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2013.

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

Leaving Office Statements:

Leaving office statements must be filed no later than **30 days** after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.

Where to File - (continued)

- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected mayor), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Candidate Statements

All candidates (including incumbents) for offices specified in Gov. Code Section 87200 must file statements no later than the final filing date for their declaration of candidacy.

Candidates seeking a position designated in a conflict-of-interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents.

Exception:

A candidate statement is not required if you filed any statement (other than a leaving office statement) for the same jurisdiction **within 60 days** before filing a declaration of candidacy or other nomination documents.

Terms & Definitions

The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this section is to explain other terms used in Form 700 that are not defined in the instructions to the schedules or elsewhere.

Blind Trust: See Trusts, Reference Pamphlet, page 16.

Business Entity: Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes (for example, a small business operated in your home).

Code Filer: An individual who has been designated in a state or local agency's conflict-of-interest code to file statements of economic interests.

Effective January 1, 2010, an individual hired for a position not yet covered under an agency's conflict-of-interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for such disclosure. See Regulation 18734.

Commission Income: "Commission income" means gross payments of \$500 or more received during the period covered by the statement as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

In addition, you may be required to disclose the names of sources of commission income if your pro rata share of the gross income was \$10,000 or more from a single source during the reporting period. If your spouse or registered domestic partner received commission income, you would disclose your community property share (50%) of that income (that is, the names of sources of \$20,000 or more in gross commission income received by your spouse or registered domestic partner).

Report commission income as follows:

- If the income was received through a business entity in which you and your spouse or registered domestic partner had a 10% or greater ownership interest (or if you receive commission income **on a regular basis** as an independent contractor or agent), use Schedule A-2.
- If the income was received through a business entity in which you or your spouse or registered domestic

partner **did not receive commission income on a regular basis** or you had a less than 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

Examples:

- You are a partner in Smith and Jones Insurance Company and have a 50% ownership interest in the company. You sold two Businessmen's Insurance Company policies to XYZ Company during the reporting period. You received commission income of \$5,000 from the first transaction and \$6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Smith and Jones Insurance Company in Parts 1 and 2. In Part 3, list both Businessmen's Insurance Company and XYZ Company as sources of \$10,000 or more in commission income.
- You are a stockbroker for Prince Investments, but you have no ownership interest in the firm. You receive commission income on a regular basis through the sale of stock to clients. Your total gross income from your employment with Prince Investments was over \$100,000 during the reporting period. On Schedule A-2, report your name as the name of the business entity in Part 1 and the gross income you have received in Part 2. (Because you are an employee of Prince Investments, you do not need to complete the information in the box in Part 1 indicating the general description of business activity, fair market value, or nature of investment.) In Part 3, list Prince Investments and the names of any clients who were sources of \$10,000 or more in commission income to you.
- You are a real estate agent and an independent contractor under Super Realty. On Schedule A-2, Part 1, in addition to your name or business name, complete the business entity description box. In Part 2, identify your gross income. In Part 3, for each transaction that resulted in commission income to you of \$10,000 or more, you must identify the brokerage entity, each person you represented, and any person who received a finder's or other referral fee for referring a party to the transaction to the broker.

Note: If your pro rata share of commission income from a single source is \$500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income. *For information regarding disclosure of "incentive compensation," see Reference Pamphlet, page 12.*

Terms & Definitions - (continued)

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally. Check the FPPC website (www.fppc.ca.gov) for a fact sheet entitled, "Can I Vote? Conflict of Interest Overview."

Conflict-of-Interest Code: The Act requires every state and local government agency to adopt a conflict-of-interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance, resolution, or other document.

An agency's conflict-of-interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict-of-interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests he or she holds that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Consultant: An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions. Consultants may be required to file Form 700. Such consultants would file under full disclosure unless the agency provides in writing a limited disclosure requirement. Agencies may use FPPC Form 805 to assign such disclosure. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm that employs the individual.

FPPC Regulation 18701 defines "consultant" as an individual who makes a governmental decision whether to:

- Approve a rate, rule, or regulation
- Adopt or enforce a law
- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract
- Grant agency approval to a plan, design, report, study, or similar item
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any of its subdivisions

A consultant also is an individual who serves in a staff capacity with the agency and:

- participates in making a governmental decision; or
- performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's conflict-of-interest code.

Designated Employee: An official or employee of a state or local government agency whose position has been designated in the agency's conflict-of-interest code to file statements of economic interests or whose position has not yet been listed in the code but makes or participates in making governmental decisions. Individuals who contract with government agencies (consultants) may also be designated in a conflict-of-interest code.

A federal officer or employee serving in an official federal capacity on a state or local government agency is not a designated employee.

Disclosure Categories: The section of an agency's conflict-of-interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict-of-interest code. Contact your agency to obtain a copy of your disclosure categories.

Terms & Definitions - (continued)

Diversified Mutual Fund: Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 are exempt from disclosure.* In addition, Regulation 18237 provides an exception from reporting other funds that are similar to diversified mutual funds. See Reference Pamphlet, page 12.

Elected State Officer: Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, members of the State Legislature, members of the State Board of Equalization, elected members of the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board.

Enforcement: The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that could result in fines of up to \$5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict-of-interest disclosure provisions of the Act also may be subject to agency discipline, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties that may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Expanded Statement: Some officials or employees may have multiple filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one expanded statement covering the disclosure requirements for all positions and file a complete, originally signed copy with each agency.

Fair Market Value: When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value – the price at which the item would sell for on the open market. This is particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be \$10, but the fair market value may be \$25 or more. In addition, there are special rules for valuing free tickets and passes. Call the FPPC for assistance.

Gift and Honoraria Prohibitions:

Gifts:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict-of-interest code are prohibited from accepting a gift or gifts totaling more than \$440 in a calendar year from a single source during 2013-2014. During 2012, the gift limit was \$420.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a \$10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

Honoraria:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict-of-interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Terms & Definitions - (continued)

Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions, but are reportable. For detailed information, see the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC website (www.fppc.ca.gov).
- The \$440 gift limit and the honorarium prohibition do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency's conflict-of-interest code, the \$440 gift limit and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code Section 87200 (See Reference Pamphlet, page 3.)
- For state agency officials and employees, the \$10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.
- Payments for articles published as part of the practice of a bona fide business, trade, or profession, such as teaching, are not considered honoraria. A payment for an "article published" that is customarily provided in connection with teaching includes text book royalties and payments for academic tenure review letters. An official is presumed to be engaged in the bona fide profession of teaching if he or she is employed to teach at an accredited university.

Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure. Court commissioners are subject to the gift limit under the Political Reform Act.

Income Reporting: Reporting income under the Act is different than reporting income for tax purposes. The Act requires **gross** income (the amount received before deducting losses, expenses, or taxes, as well as income reinvested in a business entity) to be reported.

Pro Rata Share: The instructions for reporting income refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income to the business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received. When reporting your community property interest in your spouse's or registered domestic partner's income, your pro rata share is 50% of his or her income.

When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of \$10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report them.

Examples:

- Alice Ruiz is a partner in a business entity. She has a 25% interest. On Schedule A-2, she must disclose 25% of the fair market value of the business entity; 25% of the gross income to the business entity (even though all of the income received was reinvested in the business and she did not personally receive any income from the business); and the name of each source of \$40,000 or more to the business.
- Cynthia and Mark Johnson, a married couple, own Classic Autos. Income to this business was \$200,000. In determining the amount to report for income on Schedule A-2, Part 2, Mark must include his 50% share (\$100,000) and 50% of his spouse's share (\$50,000). Thus, his reportable income would be \$150,000 and he will check the box indicating \$100,001-\$1,000,000. (Also see Reference Pamphlet, page 13, for an example of how to calculate the value of this investment.)

You are **not** required to report:

- Salary, reimbursement for expenses or per diem, social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency
- Campaign contributions
- A cash bequest or cash inheritance
- Returns on a security registered with the Securities and Exchange Commission, including dividends, interest, or proceeds from a sale of stocks or bonds

Terms & Definitions - (continued)

- Redemption of a mutual fund
- Payments received under an insurance policy, including an annuity
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency
- Your spouse's or registered domestic partner's income that is legally "separate" income
- Income of dependent children
- Automobile trade-in allowances from dealers
- Loans and loan repayments received from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless he or she was acting as an intermediary or agent for any person not covered by this provision
- Alimony or child support payments
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a)
- Any loan from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status
- Loans made to others. However, repayments may be reportable on Schedule C
- A loan you co-signed for another person unless you made payments on the loan during the reporting period

Incentive Compensation: "Incentive compensation" means income over and above salary that is either ongoing or cumulative, or both, as sales or purchases of goods or services accumulate. Incentive compensation is calculated by a predetermined formula set by the official's employer which correlates to the conduct of the purchaser in direct response to the effort of the official.

Incentive compensation does not include:

- Salary
- Commission income (*For information regarding disclosure of "commission income," see Reference Pamphlet, page 8.*)
- Bonuses for activity not related to sales or marketing, the amount of which is based solely on merit or hours worked over and above a predetermined minimum
- Executive incentive plans based on company performance, provided that the formula for determining the amount of the executive's incentive income does not include a correlation between that amount and increased profits derived from increased business with specific and identifiable clients or customers of the company
- Payments for personal services which are not marketing or sales

The purchaser is a source of income to the official if all three of the following apply:

- the official's employment responsibilities include directing sales or marketing activity toward the purchaser; and
- there is direct personal contact between the official and the purchaser intended by the official to generate sales or business; and
- there is a direct relationship between the purchasing activity of the purchaser and the amount of the incentive compensation received by the official.

Report incentive compensation as follows:

- In addition to salary, reimbursement of expenses, and other income received from your employer, separately report on Schedule C the name of each person who purchased products or services sold, marketed or represented by you if you received incentive compensation of \$500 or more attributable to the purchaser during the period covered by the statement.
- If incentive compensation is paid by your employer in a lump sum, without allocation of amounts to specific customers, you must determine the amount of incentive compensation attributable to each of your customers. This may be based on the volume of sales to those customers.

(See Regulations 18703.3 and 18728.5 for more information.)

Investment Funds: The term "investment" no longer includes certain exchange traded funds, closed-end funds, or funds held in an Internal Revenue Code qualified plan. These non-reportable investment funds (1) must be bona fide investment funds that pool money from more than 100 investors, (2) must hold securities of more than 15 issuers, and (3) cannot have a stated policy of concentrating their holdings in the same industry or business ("sector

Terms & Definitions - (continued)

funds"). In addition, the filer may not influence or control the decision to purchase or sell the specific fund on behalf of his or her agency during the reporting period or influence or control the selection of any specific investment purchased or sold by the fund. (Regulation 18237)

Investments and Interests in Real Property: When disclosing investments on Schedules A-1 or A-2 and interests in real property on Schedules A-2 or B, you must include investments and interests in real property held by your spouse or registered domestic partner, and those held by your dependent children, as if you held them directly.

Examples:

- Terry Pearson, her husband, and two dependent children each own \$600 in stock in General Motors. Because the total value of their holdings is \$2,400, Terry must disclose the stock as an investment on Schedule A-1.
- Cynthia and Mark Johnson, a married couple, jointly own Classic Autos. Mark must disclose Classic Autos as an investment on Schedule A-2. To determine the reportable value of the investment, Mark will aggregate the value of his 50% interest and Cynthia's 50% interest. Thus, if the total value of the business entity is \$150,000, he will check the box \$100,001 - \$1,000,000 in Part 1 of Schedule A-2. (Also see Reference Pamphlet, page 11, for an example of how to calculate reportable income.)
The Johnsons also own the property where Classic Autos is located. To determine the reportable value of the real property, Mark will again aggregate the value of his 50% interest and Cynthia's 50% interest to determine the amount to report in Part 4 of Schedule A-2.
- Katie Smith rents out a room in her home. She receives \$6,000 a year in rental income. Katie will report the fair market value of the rental portion of her residence and the income received on Schedule B.

Jurisdiction: Report discloseable investments and sources of income (including loans, gifts, and travel payments) that are located in or doing business in your agency's jurisdiction, are planning to do business in your agency's jurisdiction, or have done business during the previous two years in your agency's jurisdiction, and interests in real property located in your agency's jurisdiction.

A business entity is located in or doing business in your agency's jurisdiction if the entity has business contacts on

a regular or substantial basis with a person who maintains a physical presence in your jurisdiction.

Business contacts include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. Business contacts do not include marketing via the Internet, telephone, television, radio, or printed media.

The same criteria are used to determine whether an individual, organization, or other entity is located in or doing business in your jurisdiction.

Exception:

Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees/code filers should consult their disclosure categories to determine if the donor of a gift is of the type that must be disclosed.)

When reporting interests in real property, if your jurisdiction is the state, you must disclose real property located within the state of California unless your agency's conflict-of-interest code specifies otherwise.

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

See the following explanations to determine what your jurisdiction is:

State Offices and All Courts: Your jurisdiction is the state if you are an elected state officer, a state legislator, or a candidate for one of these offices. Judges, judicial candidates, and court commissioners also have statewide jurisdiction. (*In re Baty* (1979) 5 FPPC Ops. 10) If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is the state.

County Offices: Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

City Offices: Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

Terms & Definitions - (continued)

Multi-County Offices: If you are an elected officer, candidate, official or employee of, or a consultant to a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

Other (for example, school districts, special districts and JPAs): If you are an elected officer, candidate, official or employee of, or a consultant to an agency not covered above, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

Leasehold Interest: The term "interest in real property" includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is \$2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or, for a candidate or assuming office statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than \$2,000 or a month-to-month tenancy.

Loan Reporting: Filers are not required to report loans from commercial lending institutions or any indebtedness created as part of retail installment or credit card transactions that are made in the lender's regular course of business, without regard to official status, on terms available to members of the public.

Loan Restrictions: State and local elected and appointed public officials are prohibited from receiving any personal loan totaling more than \$250 from an official, employee, or consultant of their government agencies or any government agency over which the official or the official's agency has direction or control. In addition, loans of more than \$250 from any person who has a contract with the official's agency or an agency under the official's control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials are also prohibited from receiving any personal loan of \$500 or more unless the loan agreement is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when

payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the \$250 and \$500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC for further information, or see the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC website (www.fppc.ca.gov).

Privileged Information: FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income. Under this regulation, you are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California law. However, you must provide an explanation for nondisclosure separately stating, for each undisclosed person, the legal basis for the assertion of the privilege, facts demonstrating why the privilege is applicable, and that to the best of your knowledge you have not and will not make, participate in making, or use your official position to influence a governmental decision affecting the undisclosed person in violation of Government Code Section 87100. This explanation may be included with, or attached to, the public official's Form 700.

We note that the name of a source of income is privileged only to a limited extent under California law. For example, a name is protected by attorney-client privilege only when facts concerning an attorney's representation of an anonymous client are publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability. A patient's name is protected by physician-patient privilege only when disclosure of the patient's name would also reveal the nature of the treatment received by the patient. A patient's name is also protected if the disclosure of the patient's name would constitute a violation by an entity covered under the Federal Health Insurance Portability and Accountability Act (also known as HIPPA).

Public Officials Who Manage Public Investments: Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines

Terms & Definitions - (continued)

for asset allocations. FPPC Regulation 18701 defines “public officials who manage public investments” to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments (for example, chief or principal investment officers or chief financial managers); and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

Registered Domestic Partners: Filers must report investments and interests in real property held by, and sources of income to, registered domestic partners. (See Regulation 18229.)

Retirement Accounts (for example, deferred compensation and individual retirement accounts (IRAs)): Assets held in retirement accounts must be disclosed if the assets are reportable items, such as common stock (investments) or real estate (interests in real property). For help in determining whether your investments and real property are reportable, see the instructions to Schedules A-1, A-2, and B.

If your retirement account holds reportable assets, disclose only the assets held in the account, not the account itself. You may have to contact your account manager to determine the assets contained in your account.

Schedule A-1: Report any business entity in which the value of your investment interest was \$2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

Schedule B: Report any piece of real property in which the value of your interest was \$2,000 or more during the reporting period.

Examples:

- Alice McSherry deposits \$500 per month into her employer’s deferred compensation program. She has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because her funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Alice has no disclosure requirements with regard to the deferred compensation program.

- Bob Allison has \$6,000 in an individual retirement account with an investment firm. The account contains stock in several companies doing business in his jurisdiction. One of his stock holdings, Misac Computers, reached a value of \$2,500 during the reporting period. The value of his investment in each of the other companies was less than \$2,000. Bob must report Misac Computers as an investment on Schedule A-1 because the value of his stock in that company was \$2,000 or more.
- Adriane Fisher has \$5,000 in a retirement fund that invests in real property located in her jurisdiction. The value of her interest in each piece of real property held in the fund was less than \$2,000 during the reporting period. Although her retirement fund holds reportable assets, she has no disclosure requirement because she did not have a \$2,000 or greater interest in any single piece of real property. If, in the future, the value of her interest in a single piece of real property reaches or exceeds \$2,000, she will be required to disclose the real property on Schedule B for that reporting period.

Trusts: Investments and interests in real property held and income received by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was \$2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income; or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Examples:

- Sarah Murphy has set up a living trust that holds her principal residence, stock in several companies that do business in her jurisdiction, and a rental home in her agency’s jurisdiction. Since Sarah is the trustor and can revoke or terminate the trust, she must disclose

Terms & Definitions - (continued)

any stock worth \$2,000 or more and the rental home on Schedule A-2. Sarah's residence is not reportable because it is used exclusively as her personal residence.

- Ben Yee is listed as a beneficiary in his grandparents' trust. However, Ben does not presently receive income from the trust, nor does he have an irrevocable future right to receive income or principal. Therefore, Ben is not required to disclose any assets contained in his grandparents' trust.

Blind Trusts:

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet the standards set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income from those original assets on Schedule A-2 until they have been disposed of by the trustee.

Trustees:

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

Wedding Gifts: Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at \$50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of \$100 or more.

For example, you receive a place setting of china valued at \$150 from a reportable source as a wedding gift. Because the value to you is \$50 or more, you must report the gift on Schedule D, but may state its value as \$75.

Wedding gifts are not subject to the \$440 gift limit, but they are subject to the \$10 lobbyist/lobbying firm gift limit for state officials.

Privacy Information Notice

Information requested on all FPPC forms is used by the FPPC to administer and enforce the Political Reform Act (Gov. Code Sections 81000-91014 and California Code of Regulations Sections 18109-18997). All information required by these forms is mandated by the Political Reform Act. Failure to provide all of the information required by the Act is a violation subject to administrative, criminal, or civil prosecution. All reports and statements provided are public records open for public inspection and reproduction.

If you have any questions regarding this Privacy Notice or how to access your personal information, please contact the FPPC at:

General Counsel
Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814
(916) 322-5660
(866) 275-3772

2012/2013
Statement of
Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

428 J Street, Suite 620 • Sacramento, CA 95814

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

What's New

During 2011 and 2012, the gift limit was \$420 from a single source per calendar year. For calendar years 2013-2014, the limit increased to \$440 from a single source during a calendar year. This gift limit is effective until December 31, 2014.

Filing Deadlines for Filers Under Active Military Duty –

If a person is under active military duty as defined in the Servicemember's Civil Relief Act, the deadline for the annual Form 700 is 30 days following his or her return to office, provided the person or a representative notifies the filing officer in writing prior to the filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees and appointed officials filing pursuant to a conflict-of-interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict-of-interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)
- Members of newly created boards and commissions not yet covered under a conflict-of-interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at www.fppc.ca.gov or obtain from your filing officer.

Where to file:

87200 Filers

State offices	⇒ Your agency
Judicial offices	⇒ The clerk of your court
Retired Judges	⇒ Directly with FPPC
County offices	⇒ Your county filing official
City offices	⇒ Your city clerk
Multi-County offices	⇒ Your agency

Code Filers — State and Local Officials and Employees Designated in a Conflict-of-Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict-of-interest code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies: File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing Agencies: File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

When to file:

Annual Statements

⇒ March 1, 2013

- Elected State Officers
- Judges and Court Commissioners
- State Board and Commission Members listed in Government Code Section 87200

⇒ April 2, 2013

- Most other filers

Individuals filing under conflict-of-interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict-of-interest code.

Exception:

If you assumed office between October 1, 2012, and December 31, 2012, and filed an assuming office statement, you are not required to file an annual statement until March 3, 2014, or April 1, 2014, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2013. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

There is no provision for filing deadline extensions unless the filer is under active military duty. (Regulation 18723)

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict-of-interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict-of-interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2012, through December 31, 2012. If the period covered by the statement is different than January 1, 2012, through December 31, 2012, (for example, you assumed office between October 1, 2011, and December 31, 2011, or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered

by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2012.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict-of-interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2012, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2012, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2011, and December 31, 2011, or you are combining statements), the period covered must be specified.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2012.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, and water district board members) must file candidate statements, as required by the conflict-of-interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. To obtain amendment schedules, contact the FPPC, your filing official, or go to the FPPC website at www.fppc.ca.gov.

Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2011 and 2012, the gift limit was \$420 from a single source per calendar year. For calendar years 2013-2014, the limit increased to \$440 from a single source during a calendar year. This gift limit is effective until December 31, 2014.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must identify orally the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18702.5, and the Overview of the Conflict of Interest Laws at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 Public Access

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Instructions — Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document**, you may list your business/office address instead of your home address.

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.

To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Remember that if you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 2 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name South Sutter Water District	
Division, Board, Department, District, if applicable	Your Position Board Member
► If filing for multiple positions, list below or on an attachment.	
Agency:	Position:
2. Jurisdiction of Office (check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input type="checkbox"/> Multi-County	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input checked="" type="checkbox"/> Other: Portions of Yuba & Sutter Counties

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2012 annual statement, **do not** change the pre-printed dates to reflect 2013. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2013, through December 31, 2013, will be disclosed on your statement filed in 2014. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Enter the total number of completed pages including the cover page and either:

Check the box for each schedule you use to disclose interests;

- or -

if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name _____

Division, Board, Department, District, if applicable _____ Your Position _____

► If filing for multiple positions, list below or on an attachment.

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State
- Multi-County _____
- City of _____
- Judge or Court Commissioner (Statewide Jurisdiction)
- County of _____
- Other _____

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2012, through December 31, 2012.
- Leaving Office:** Date Left ____/____/____
(Check one)
- Assuming Office:** Date assumed ____/____/____
- Candidate:** Election year _____ and office sought, if different than Part 1: _____
- The period covered is January 1, 2012, through the date of leaving office.
- The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary

- Check applicable schedules or "None." ► Total number of pages including this cover page: _____
- Schedule A-1 - Investments** – schedule attached
 - Schedule A-2 - Investments** – schedule attached
 - Schedule B - Real Property** – schedule attached
 - Schedule C - Income, Loans, & Business Positions** – schedule attached
 - Schedule D - Income – Gifts** – schedule attached
 - Schedule E - Income – Gifts – Travel Payments** – schedule attached
- or-
- None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER () E-MAIL ADDRESS (OPTIONAL)

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) *(File the originally signed statement with your filing official.)*

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1:	Stocks, including those held in an IRA or a 401K
Schedule A-2:	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B:	Rental property in the jurisdiction
Schedule C:	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D:	Gifts from non-family members (such as tickets to sporting or entertainment events)
Schedule E:	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1/A-2:	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 12, for detailed information. (Regulation 18237)
Schedule A-1/A-2:	Savings and checking accounts and annuities
Schedule B:	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C:	Governmental salary (such as a school district)
Schedule D:	Gifts from family members
Schedule E:	Travel paid by your government agency

Remember:

- ✓ Mark the "No reportable interests" box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency's conflict-of-interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.
- On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.
- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement **before signing it**, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. **Remember to complete separate statements for positions that you leave or assume during the year.**
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as "acting," "interim," or "alternate" must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting

Questions and Answers Continued

period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. I am running for re-election to city council and made a personal loan to my campaign committee. Is this reportable on my Form 700?

A. No, the loan is not reportable on Form 700; however, repayments are. Loan repayments from a campaign committee are reported on Schedule C as income.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. My daughter is buying her first home and I am the co-signer on the loan. I won't occupy the home, but my daughter will. The home is located in my agency's jurisdiction. Must I report this property?

Questions and Answers Continued

- A. No. Property occupied by a family member is not reportable as long as you are not receiving rental income or using the property for business purposes.

Gift Disclosure

- Q. If I received a gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a close friend who is a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?

- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2012 when the gift limit was \$420, the Bensons may have given the supervisor artwork valued at no more than \$840. The supervisor must identify Joe and Mary Benson as the sources of the gift.

- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?

- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.

- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict-of-interest code and the applicant is a reportable source of income under the code.

- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments that are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 12, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, diversified mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict-of-interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating your **pro rata** share of the **gross** income received by the business entity or trust. This amount includes your pro rata share of the **gross** income from the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered

domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Adding phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">____/____/12</td> <td style="text-align: center;">____/____/12</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/12	____/____/12	ACQUIRED	DISPOSED
____/____/12	____/____/12				
ACQUIRED	DISPOSED				

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other _____

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">____/____/12</td> <td style="text-align: center;">____/____/12</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/12	____/____/12	ACQUIRED	DISPOSED
____/____/12	____/____/12				
ACQUIRED	DISPOSED				

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other _____

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">____/____/12</td> <td style="text-align: center;">____/____/12</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/12	____/____/12	ACQUIRED	DISPOSED
____/____/12	____/____/12				
ACQUIRED	DISPOSED				

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">____/____/12</td> <td style="text-align: center;">____/____/12</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/12	____/____/12	ACQUIRED	DISPOSED
____/____/12	____/____/12				
ACQUIRED	DISPOSED				

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.
- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 are not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.
- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento, CA 95814	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	<input type="checkbox"/> / / 12 / / 12
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> ACQUIRED <input type="checkbox"/> DISPOSED
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<input type="checkbox"/> \$1,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
Henry Wells	
NAME OF LENDER	
Sophia Petroillo	
ADDRESS (Business Address Acceptable)	
2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
Restaurant Owner	
INTEREST RATE	TERM (Months/Years)
8 % <input type="checkbox"/> None	15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$00 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	

FPPC Form 700 (2012/2013)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 11

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. Also report your job title with each reportable business entity, even if you received no income during the reporting period. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

A source of income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict-of-interest code.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others, including loan repayments from a campaign committee (including a candidate's own campaign committee)
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.

See Reference Pamphlet, page 11, for more exceptions to income reporting.

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED
NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____	NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____
GROSS INCOME RECEIVED <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	GROSS INCOME RECEIVED <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED <input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income <input type="checkbox"/> Loan repayment <input type="checkbox"/> Partnership <input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i> <input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more <input type="checkbox"/> Other _____ <i>(Describe)</i>	CONSIDERATION FOR WHICH INCOME WAS RECEIVED <input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income <input type="checkbox"/> Loan repayment <input type="checkbox"/> Partnership <input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i> <input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more <input type="checkbox"/> Other _____ <i>(Describe)</i>

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF LENDER _____	INTEREST RATE _____ % <input type="checkbox"/> None
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	TERM (Months/Years) _____
	SECURITY FOR LOAN <input type="checkbox"/> None <input type="checkbox"/> Personal residence <input type="checkbox"/> Real Property _____ <i>Street address</i> _____ <i>City</i> <input type="checkbox"/> Guarantor _____ <input type="checkbox"/> Other _____ <i>(Describe)</i>

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are **not** required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a

charitable organization without being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- The cost of food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service but only if the cost is paid for by a federal, state, or local government agency. **This exception does not apply to a state or local elected officer, as defined in Section 82020, or an official specified in Section 87200.**
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

Reminders

- Gifts from a single source are subject to a \$420 limit during 2012. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

SCHEDULE D Income – Gifts

Name _____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at www.fppc.ca.gov.

You are **not** required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C
- Payments for admission to an event at which you make a speech, participate on a panel, or make a substantive formal presentation, transportation, and necessary lodging, food, or beverages, and nominal non-cash benefits provided to you in connection with the event so long as both the following apply:
 - The speech is for official agency business and you are representing your government agency in the course and scope of your official duties.
 - The payment is a lawful expenditure **made only by a federal, state, or local government agency** for purposes related to conducting that agency's official business.

Note: This exception does not apply to a state or local elected officer, as defined in Section 82020, or an official specified in Section 87200.

- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).

-- **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift and the **date(s)** received.

-- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts.

When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is the chairman of a trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which Rick is not providing services are likely considered gifts.

NAME OF SOURCE	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Ste. 610	
CITY AND STATE	
Sacramento, CA	
BUSINESS ACTIVITY, IF ANY, OF SOURCE <input type="checkbox"/> 501 (c)(3)	
Association of Healthcare Workers	
DATE(S):	AMT. \$ 588.00
<small>(if applicable)</small>	
TYPE OF PAYMENT, (must check one) <input type="checkbox"/> Gift <input checked="" type="checkbox"/> Income	
DESCRIPTION: Travel reimbursement for board meeting	

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

- You must mark either the gift or income box.
- Mark the "501(c)(3)" box for a travel payment received from a nonprofit 501(c)(3) organization or the "Speech" box if you made a speech or participated in a panel. These payments are not subject to the \$440 gift limit, but may result in a disqualifying conflict of interest.

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 BUSINESS ACTIVITY, IF ANY, OF SOURCE 501 (c)(3)

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

TYPE OF PAYMENT: (must check one) Gift Income

Made a Speech/Participated in a Panel

Other - Provide Description

Comments: _____

Alan Taeger

From: Joe Gambetta <feuerhabicht@rocketmail.com>
Sent: Wednesday, February 13, 2013 11:28 AM
To: ataeger@mcn.org
Subject: Your Resignation

Director Teager:

Your pathetic whining letter of resignation made our day. Good riddance! The legacy of your unelected tenure will be (1) the documented destruction by your ignorant arrogance and swaggering pedantry of a highly respected efficient and safe volunteer fire department which under your failed stewardship has become a dangerous leaderless laughingstock, and (2) your outrageous trampling, with the collusion of your incompetent hand-picked toadies, on the civil rights and dignity of persons who put more work and literal blood, sweat and tears into what you have destroyed than you can ever comprehend. It will take years to repair the damage you have inflicted on this community, and sadly the damage you have done to some individuals can never be repaired. Hopefully the remaining clueless senile unelected sycophants with whom you packed the board will now crawl back under their rocks and a new board will be able to start the long process of digging the department out from under your huge stinking pile of bullshit.

Citizens For Honesty In Government

Alan Taeger

From: Shari Schapmire <schapmis@co.mendocino.ca.us>
Sent: Thursday, February 14, 2013 9:52 AM
To: Albion FPD; Anderson District; Russian District; ukiahvalleysd@att.net; lorim@btcsd.org; Kathy Bull; Carl Magann; cloythomas@covelo.k12.ca.us; ngriesert@covelo.k12.ca.us; esutphin@fbusd.us; kathec@fbusd.us; Anderson CSD; larrycasteel@gmail.com; lvfpdist@gmail.com; megan@leggett.k12.ca.us; bloflin@mcn.org; eoropeza@mcn.org; jmorse@mcn.org; Mendocino CSD; laytfire@mcn.org; Manchester Elementary; megk@mcn.org; mfpd@mcn.org; Manchester Elementary; pasdo@mcn.org; Anderson District; sswan@mcn.org; Anderson District; Potter District; Potter District; vgulick@mcoe.us; vtodd@mcoe.us; ecichocki@mendocino.edu; lperryman@mendocino.edu; Covelo District; Russian Control; willitsfire@sbcglobal.net; dkubin@uusd.net; sharrington@uusd.net; luminart@wildblue.net; mystpwr@willitsonline.com; pvid@willitsonline.com; selliott@willitsonline.com; katiaguilar@willitsunified.com; squeak_95490@yahoo.com
Cc: Carmel Angelo; Carre Brown; Meredith Ford; Julie Forrester; Dan Gjerde; Dan Hamburg; Kyle Knopp; John McCowen; Thomas Parker; John Pinches; Lloyd Weer
Subject: Mendocino County Investments at January 31, 2013
Attachments: REPORTS - JAN 2013 - HOLDINGS.pdf; TREASURY MEETING.doc

Good Morning,

Please find attached the Mendocino County Investment Report for the month ending January 31, 2013.

Reminder: The annual Treasury Pool Roundtable Discussion Group Meeting will be held on Thursday, March 14, 2013, at 1:00 p.m., so please mark your calendars; a copy of the flyer is attached. Please forward to me any discussion items that you would like to add to the agenda.

Let me know if you have any questions or concerns.
Shari

Shari L. Schapmire

Treasurer-Tax Collector
County of Mendocino
501 Low Gap Road, Room #1060
Ukiah, CA 95482
(707) 234-6884 (Direct Line)
(707) 463-4166 (FAX)



PORTFOLIO CHARACTERISTICS

Average Duration	0.81
Average Coupon	0.77 %
Average Purchase YTM	0.49 %
Average Market YTM	0.38 %
Average S&P/Moody Rating	AA/Aa2
Average Final Maturity	0.95 yrs
Average Life	0.85 yrs

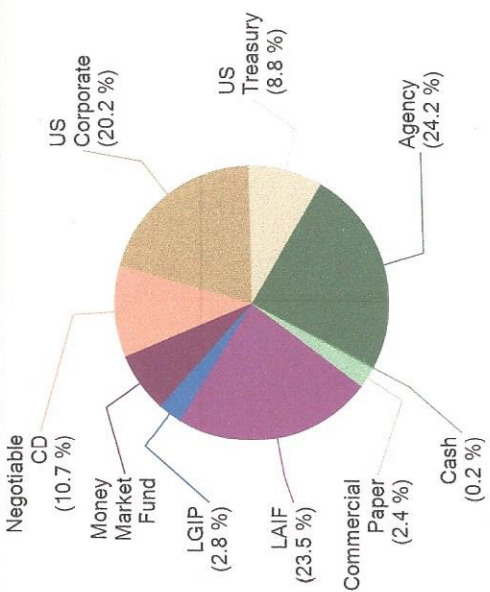
ACCOUNT SUMMARY

Market Value	Beg. Values as of 12/31/12	End Values as of 1/31/13
	214,233,166	212,539,007
Accrued Interest	340,922	367,075
Total Market Value	214,574,088	212,906,082
Income Earned	86,511	92,153
Cont/WWD		
Par	212,741,242	211,084,918
Book Value	213,903,300	212,250,806
Cost Value	214,111,189	212,516,121

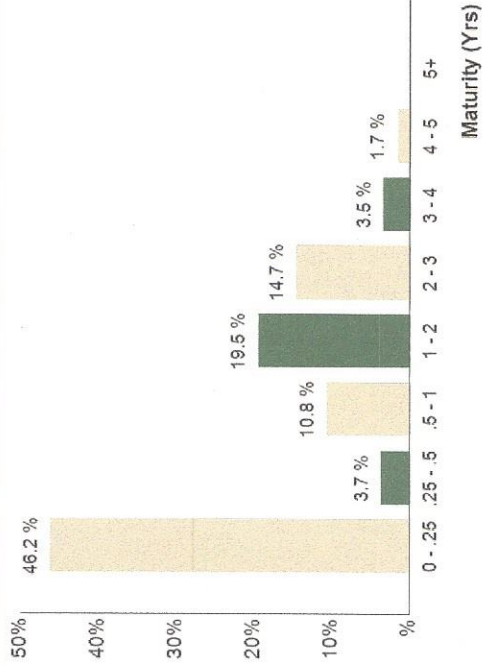
TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	23.5 %
Government of United States	8.8 %
Custodial Checking Account	6.8 %
Federal National Mortgage Assoc	6.2 %
Federal Home Loan Bank	5.9 %
Federal Farm Credit Bank	5.7 %
Federal Home Loan Mortgage Corp	5.4 %
Bank of Montreal Chicago	4.7 %
	67.0 %

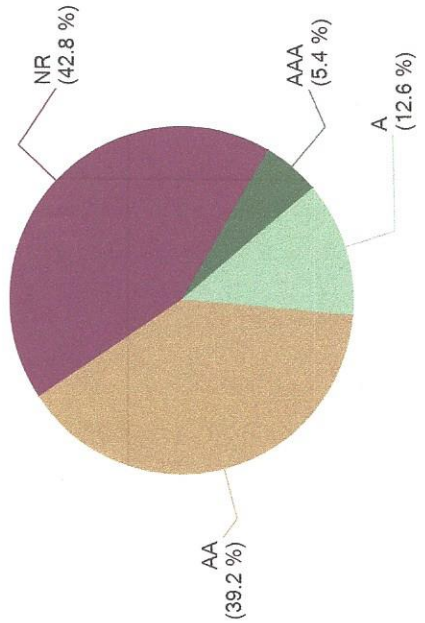
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





**Mendocino County Consolidated
Account #70006**

Holdings Report

As of 1/31/13

CUSIP AGENCY	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
31331JBV4	FFCB Note 1.75% Due 2/21/2013	1,700,000.00	05/30/2012 0.21 %	1,718,938.00 1,701,423.91	100.08 0.24 %	1,701,424.60 13,222.22	0.81 % 0.69	Aaa AA+	0.06 0.06
313385EB8	FHLB Discount Note 0.19% Due 4/8/2013	1,600,000.00	05/23/2012 0.19 %	1,597,297.78 1,599,442.67	99.97 0.19 %	1,599,442.67 0.00	0.75 % 0.00	P-1 A-1+	0.18 0.18
313589FH1	FNMA Discount Note 0.15% Due 5/8/2013	1,600,000.00	11/30/2012 0.16 %	1,598,904.67 1,599,338.67	99.96 0.16 %	1,599,338.67 0.00	0.75 % 0.00	P-1 A-1+	0.27 0.27
880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	382,000.00	05/17/2012 0.29 %	402,444.64 390,410.18	102.22 0.31 %	390,463.97 9,072.50	0.19 % 53.79	Aaa AA+	0.50 0.49
313589LF8	FNMA Discount Note 0.13% Due 9/3/2013	2,000,000.00	01/30/2013 0.13 %	1,998,440.00 1,998,454.44	99.92 0.13 %	1,998,454.44 0.00	0.94 % 0.00	P-1 A-1+	0.59 0.59
31331KB82	FFCB Note 0.35% Due 10/3/2013	700,000.00	05/11/2012 0.29 %	700,602.00 700,289.72	100.11 0.18 %	700,798.70 803.06	0.33 % 508.98	Aaa AA+	0.67 0.67
3133EALT3	FFCB Note 0.3% Due 1/18/2013	1,600,000.00	05/09/2012 0.28 %	1,600,560.00 1,600,291.56	100.10 0.18 %	1,601,528.00 973.33	0.75 % 1,236.44	Aaa AA+	0.80 0.80
3136FPEX1	FNMA Callable Note 1X 3/17/2011 1.125% Due 12/17/2013	1,500,000.00	05/18/2012 0.34 %	1,518,345.00 1,510,177.49	100.23 0.86 %	1,503,465.00 2,062.50	0.71 % (6,712.49)	Aaa AA+	0.88 0.87
313371UC8	FHLB Note 0.875% Due 12/27/2013	1,600,000.00	05/09/2012 0.29 %	1,615,104.00 1,608,337.61	100.63 0.18 %	1,610,056.00 1,322.22	0.76 % 1,718.39	Aaa AA+	0.90 0.90
3134G3JR2	FHLMC Note 0.45% Due 1/9/2014	2,175,000.00	05/11/2012 0.29 %	2,180,807.25 2,178,282.78	100.25 0.18 %	2,180,507.10 598.13	1.02 % 2,224.32	Aaa AA+	0.94 0.94
313376UF0	FHLB Note 0.375% Due 1/29/2014	1,600,000.00	05/10/2012 0.30 %	1,602,112.00 1,601,217.43	100.19 0.18 %	1,603,099.20 33.33	0.75 % 1,881.77	Aaa AA+	0.99 0.99
3133EADX3	FFCB Note 0.3% Due 2/21/2014	1,600,000.00	05/23/2012 0.32 %	1,599,504.00 1,599,700.69	100.12 0.19 %	1,601,870.40 2,133.33	0.75 % 2,169.71	Aaa AA+	1.06 1.05
3134G1SG0	FHLMC Callable Note 1X 3/3/2011 1.25% Due 3/3/2014	1,000,000.00	05/11/2012 0.37 %	1,015,830.00 1,009,502.81	100.98 0.34 %	1,009,843.00 5,138.89	0.48 % 340.19	Aaa AA+	1.08 1.08
3133EALW6	FFCB Note 0.3% Due 4/23/2014	1,600,000.00	05/23/2012 0.34 %	1,598,800.00 1,599,234.33	100.10 0.22 %	1,601,651.20 1,306.67	0.75 % 2,416.87	Aaa AA+	1.22 1.22
313373JR4	FHLB Note 1.375% Due 5/28/2014	1,575,000.00	05/10/2012 0.33 %	1,608,457.73 1,596,543.73	101.62 0.15 %	1,600,503.98 3,789.84	0.75 % 3,960.25	Aaa AA+	1.32 1.31
3137EACU1	FHLMC Note 1% Due 7/30/2014	1,600,000.00	05/09/2012 0.37 %	1,622,161.60 1,614,865.49	101.14 0.24 %	1,618,193.60 44.44	0.76 % 3,328.11	Aaa AA+	1.49 1.49
3135G0BY8	FNMA Note 0.875% Due 8/28/2014	1,600,000.00	05/23/2012 0.44 %	1,615,488.00 1,610,744.10	100.96 0.26 %	1,615,283.20 5,950.00	0.76 % 4,539.10	Aaa AA+	1.57 1.56
3135G0DW0	FNMA Note 0.625% Due 10/30/2014	1,600,000.00	05/09/2012 0.44 %	1,607,428.80 1,605,232.24	100.59 0.28 %	1,609,489.60 2,527.78	0.76 % 4,257.36	Aaa AA+	1.75 1.74
3135G0KL6	FNMA Callable Note 1X 4/30/13 0.5% Due 10/30/2014	1,600,000.00	05/18/2012 0.54 %	1,598,400.00 1,598,859.19	100.05 0.30 %	1,600,787.20 2,022.22	0.75 % 1,928.01	Aaa AA+	1.75 0.25
3137EADA4	FHLMC Note 0.625% Due 12/29/2014	1,600,000.00	05/24/2012 0.61 %	1,600,432.00 1,600,317.16	100.62 0.30 %	1,609,876.80 888.89	0.76 % 9,559.64	Aaa AA+	1.91 1.90



**Mendocino County Consolidated
Account #70006**

Holdings Report
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CUSIP AGENCY	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
3133XWX95	FHLB Note 2.75% Due 3/13/2015	1,700,000.00	05/30/2012 0.55 %	1,803,394.00 1,778,359.63	105.10 0.33 %	1,786,660.90 17,920.83	0.85 % 8,301.27	Aaa AA+	2.11 2.05
3137EADD8	FHLMC Note 0.5% Due 4/17/2015	1,600,000.00	05/11/2012 0.51 %	1,599,753.60 1,599,814.28	100.40 0.32 %	1,606,377.60 2,311.11	0.76 % 6,563.32	Aaa AA+	2.21 2.20
880591DY5	Tennessee Valley Authority Note 4.375% Due 6/15/2015	1,425,000.00	05/29/2012 0.61 %	1,586,580.75 1,550,657.76	109.36 0.41 %	1,558,327.28 7,966.15	0.74 % 7,669.52	Aaa AA+	2.37 2.27
3133EADW5	FFCB Note 0.55% Due 8/17/2015	1,825,000.00	Various 0.56 %	1,824,474.50 1,824,618.09	100.13 0.50 %	1,827,388.93 4,572.64	0.86 % 2,770.84	Aaa AA+	2.54 2.52
3133EC7H1	FFCB Note 0.34% Due 8/17/2015	1,900,000.00	12/19/2012 0.42 %	1,895,858.00 1,896,041.61	99.88 0.39 %	1,897,685.80 789.56	0.89 % 1,644.19	Aaa AA+	2.54 2.53
3137EACM9	FHLMC Note 1.75% Due 9/10/2015	1,535,000.00	05/09/2012 0.60 %	1,593,222.55 1,580,459.48	103.53 0.39 %	1,589,154.80 10,521.15	0.75 % 8,695.32	Aaa AA+	2.61 2.54
31398A4M1	FNMA Note 1.625% Due 10/26/2015	1,600,000.00	05/17/2012 0.69 %	1,650,848.00 1,640,362.62	103.30 0.41 %	1,652,755.20 6,861.11	0.78 % 12,392.58	Aaa AA+	2.73 2.67
3134G3W55	FHLMC Note 0.45% Due 11/24/2015	1,950,000.00	12/14/2012 0.41 %	1,952,067.00 1,951,978.30	100.07 0.43 %	1,951,298.70 2,071.88	0.92 % (679.60)	Aaa AA+	2.81 2.79
313371NW2	FHLB Note 1.375% Due 12/11/2015	1,200,000.00	01/04/2013 0.46 %	1,231,848.00 1,231,160.85	102.76 0.40 %	1,233,093.60 2,291.67	0.58 % 1,932.75	Aaa AA+	2.86 2.81
31331VGU4	FFCB Note 4.875% Due 12/16/2015	511,000.00	05/18/2012 0.73 %	585,529.35 570,897.82	112.43 0.51 %	574,507.08 3,113.91	0.27 % 3,609.26	Aaa AA+	2.87 2.71
313373SZ6	FHLB Note 2.125% Due 6/10/2016	375,000.00	01/04/2013 0.56 %	394,788.75 394,424.05	105.27 0.54 %	394,773.38 1,128.91	0.19 % 349.33	Aaa AA+	3.36 3.24
3135G0CM3	FNMA Note 1.25% Due 9/28/2016	1,600,000.00	05/29/2012 0.92 %	1,622,624.00 1,619,091.68	102.34 0.60 %	1,637,422.40 6,833.33	0.77 % 18,330.72	Aaa AA+	3.66 3.56
3133786Q9	FHLB Note 1% Due 2/13/2017	1,725,000.00	10/17/2012 0.75 %	1,743,285.00 1,742,057.51	101.13 0.72 %	1,744,437.30 8,050.00	0.82 % 2,379.79	Aaa AA+	4.04 3.93
313379FW4	FHLB Note 1% Due 6/9/2017	935,000.00	09/14/2012 0.82 %	942,908.70 942,280.95	100.60 0.86 %	940,580.08 1,350.56	0.44 % (1,700.87)	Aaa AA+	4.36 4.25
3133EAY28	FFCB Note 0.83% Due 9/21/2017	695,000.00	09/21/2012 0.81 %	695,611.60 695,568.61	99.62 0.91 %	692,381.24 2,083.07	0.33 % (3,187.37)	Aaa AA+	4.64 4.53
Total Agency		50,808,000.00	0.44 %	51,522,851.27 51,340,439.44	0.34 %	51,442,921.62 129,755.23	24.22 % 102,482.18	Aaa AA+	1.80 1.72
CASH									
90CASH\$00	Cash Custodial Cash Account	531,455.25	Various 0.00 %	531,455.25 531,455.25	1.00 0.00 %	531,455.25 0.00	0.25 % 0.00	NR NR	0.00 0.00
Total Cash		531,455.25	N/A	531,455.25 531,455.25	0.00 %	531,455.25 0.00	0.25 % 0.00	NR NR	0.00 0.00

Holdings Report

As of 1/31/13

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
COMMERCIAL PAPER									
06416JP15	Bank of Nova Scotia Discount CP 0.2% Due 2/1/2013	1,700,000.00	11/13/2012 0.20 %	1,699,244.45 1,700,000.00	100.00 0.20 %	1,700,000.00 0.00	0.80 % 0.00	P-1 A-1	0.00 0.00
14912DQ44	Caterpillar Finance Corp Discount CP 0.18% Due 3/4/2013	1,100,000.00	12/04/2012 0.18 %	1,099,510.50 1,099,829.50	99.98 0.18 %	1,099,829.50 0.00	0.52 % 0.00	P-1 A-1	0.09 0.09
89233GRV0	Toyota Motor Credit Discount CP 0.28% Due 4/29/2013	1,600,000.00	10/25/2012 0.28 %	1,597,747.56 1,598,917.34	99.93 0.28 %	1,598,917.34 0.00	0.75 % 0.00	P-1 A-1+	0.24 0.24
4662J0T36	JP Morgan Discount CP 0.285% Due 6/3/2013	800,000.00	11/29/2012 0.29 %	798,822.00 799,227.33	99.90 0.29 %	799,227.33 0.00	0.38 % 0.00	P-1 A-1	0.34 0.34
Total Commercial Paper		5,200,000.00	0.24 %	5,195,324.51 5,197,974.17	0.24 %	5,197,974.17 0.00	2.44 % 0.00	P1 A-1	0.15 0.15
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	50,000,000.00	Various 0.29 %	50,000,000.00 50,000,000.00	1.00 0.29 %	50,000,000.00 12,783.42	23.49 % 0.00	NR NR	0.00 0.00
Total LAIF		50,000,000.00	0.29 %	50,000,000.00 50,000,000.00	0.29 %	50,000,000.00 12,783.42	23.49 % 0.00	NR NR	0.00 0.00
LGIP									
90CAMP\$00	Public Financial Management CAMP	6,000,000.00	Various 0.14 %	6,000,000.00 6,000,000.00	1.00 0.14 %	6,000,000.00 0.00	2.82 % 0.00	NR NR	0.00 0.00
Total LGIP		6,000,000.00	0.14 %	6,000,000.00 6,000,000.00	0.14 %	6,000,000.00 0.00	2.82 % 0.00	NR NR	0.00 0.00
MONEY MARKET FUND FI									
90CHECK\$1	Checking Deposit Bank Account	14,447,953.40	Various 0.00 %	14,447,953.40 14,447,953.40	1.00 0.00 %	14,447,953.40 0.00	6.79 % 0.00	NR NR	0.00 0.00
261908107	Dreyfus Treasury Cash Management Fd521	73,656.96	Various 0.01 %	73,656.96 73,656.96	1.00 0.01 %	73,656.96 0.00	0.03 % 0.00	Aaa AAA	0.00 0.00
261908107	Dreyfus Treasury Cash Management Fd521	460,852.34	Various 0.01 %	460,852.34 460,852.34	1.00 0.01 %	460,852.34 0.00	0.22 % 0.00	Aaa AAA	0.00 0.00
Total Money Market Fund FI		14,982,462.70	0.00 %	14,982,462.70 14,982,462.70	0.00 %	14,982,462.70 0.00	7.04 % 0.00	Aaa AAA	0.00 0.00
NEGOTIABLE CD									
89112WFT9	Toronto Dominion Bank Yankee CD 0.22% Due 2/5/2013	1,700,000.00	11/26/2012 0.21 %	1,700,033.42 1,700,001.88	100.00 0.21 %	1,700,001.88 914.22	0.80 % 0.00	P-1 A-1+	0.01 0.01
06740MVL4	Barclays Bank PLC Floating Rate Yankee CD 1.062% Due 2/7/2013	5,000,000.00	02/07/2011 1.06 %	5,000,000.00 5,000,000.00	100.00 1.06 %	5,000,000.00 12,682.01	2.35 % 0.00	NR NR	0.02 0.02



**Mendocino County Consolidated
Account #70006**

**Holdings Report
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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
NEGOTIABLE CD									
78009NDY9	Royal Bank of Canada Negotiable CD 0.49% Due 2/8/2013	1,125,000.00	10/05/2012 0.25 %	1,125,911.09 1,125,052.28	100.00 0.25 %	1,125,052.28 5,466.56	0.53 % 0.00	P-1 A-1+	0.02 0.02
06386US33	Bank of Montreal Chicago Floating Rate Yankee CD 0.572% Due 5/13/2013	5,000,000.00	05/12/2011 0.57 %	5,000,000.00 5,000,000.00	100.00 0.57 %	5,000,000.00 6,352.78	2.35 % 0.00	NR NR	0.28 0.03
22532XBQ0	Credit Agricole Floating Rate Yankee CD 1.313% Due 5/6/2014	5,000,000.00	05/03/2011 1.31 %	5,000,000.00 5,000,000.00	100.00 1.31 %	5,000,000.00 15,862.40	2.36 % 0.00	NR NR	1.26 0.01
06386WJB1	Bank of Montreal Floating Rate Yankee CD 0.881% Due 9/12/2014	5,000,000.00	05/03/2012 0.88 %	5,000,000.00 5,000,000.00	100.00 0.88 %	5,000,000.00 6,236.88	2.35 % 0.00	Aa3 NR	1.61 0.11
Total Negotiable CD		22,825,000.00	0.87 %	22,825,944.51 22,825,054.16	0.87 %	22,825,054.16 47,514.65	10.74 % 0.00	Aa2 AAA	0.70 0.04
US CORPORATE									
46623EJA8	JP Morgan Chase Floating Rate Note 0.961% Due 2/26/2013	6,348,000.00	05/12/2010 0.88 %	6,361,762.46 6,348,336.98	100.05 0.22 %	6,351,408.88 11,347.67	2.99 % 3,071.90	A2 A	0.07 0.07
225434AP4	Credit Suisse USA Inc. Floating Rate Note 0.555% Due 4/12/2013	5,000,000.00	12/18/2009 0.78 %	4,961,975.00 4,997,802.02	100.07 0.22 %	5,003,355.00 1,541.67	2.35 % 5,552.98	A1 A+	0.19 0.20
91159HGY0	US Bancorp Callable Note Cont 8/13/13 1.375% Due 9/13/2013	1,200,000.00	05/09/2012 0.51 %	1,212,876.00 1,205,449.71	100.53 0.38 %	1,206,310.80 6,325.00	0.57 % 861.09	A1 A+	0.62 0.53
74153WBJ7	Pricoa Global Funding Floating Rate Note 0.51% Due 9/27/2013	3,000,000.00	11/18/2009 1.31 %	2,908,533.00 2,984,549.93	100.05 0.43 %	3,001,503.00 1,530.00	1.41 % 16,953.07	A2 AA-	0.65 0.15
74254PPF3	Principal Life Inc Fdg Floating Rate Note 0.492% Due 11/8/2013	4,270,000.00	12/23/2010 0.76 %	4,236,792.21 4,261,153.02	100.06 0.41 %	4,272,591.89 4,957.80	2.01 % 11,438.87	Aa3 A+	0.77 0.02
59157BAF9	Melife Institutional Floating Rate Note 1.205% Due 4/4/2014	5,000,000.00	04/19/2011 0.96 %	5,035,915.00 5,014,186.59	100.83 0.51 %	5,041,300.00 4,518.75	2.37 % 27,113.41	Aa3 AA-	1.17 0.18
38259PAA0	Google Inc Note 1.25% Due 5/19/2014	1,000,000.00	05/23/2012 0.48 %	1,015,060.00 1,009,872.67	101.17 0.35 %	1,011,692.00 2,500.00	0.48 % 1,819.33	Aa2 AA	1.30 1.29
594918AB0	Microsoft Note 2.95% Due 6/1/2014	1,347,000.00	Various 0.43 %	1,409,574.91 1,391,776.00	103.48 0.33 %	1,393,883.68 6,622.75	0.66 % 2,107.68	Aaa AAA	1.33 1.31
36962GK86	General Electric Capital Corp Note 4.75% Due 9/15/2014	1,182,000.00	Various 1.14 %	1,277,709.46 1,249,978.32	106.39 0.78 %	1,257,565.26 21,210.33	0.60 % 7,586.94	A1 AA+	1.62 1.55
94974BET3	Wells Fargo Corp Note 3.75% Due 10/1/2014	950,000.00	05/03/2012 1.16 %	1,007,950.00 990,154.85	105.33 0.53 %	1,000,673.95 11,875.00	0.48 % 10,519.10	A2 A+	1.67 1.61
74005PAQ7	Praxair Note 5.25% Due 11/15/2014	350,000.00	Various 0.67 %	389,276.39 378,303.17	108.27 0.60 %	378,928.90 3,879.17	0.18 % 625.73	A2 A	1.79 1.71
09247XAD3	Blackrock Inc Note 3.5% Due 12/10/2014	1,050,000.00	Various 0.76 %	1,121,577.00 1,102,703.48	105.47 0.54 %	1,107,443.40 5,206.25	0.52 % 4,739.92	A1 A+	1.86 1.80
084670AV0	Berkshire Hathaway Note 3.2% Due 2/11/2015	1,475,000.00	05/17/2012 0.86 %	1,567,482.50 1,543,780.95	105.18 0.62 %	1,551,452.20 22,288.89	0.74 % 7,671.25	Aa2 AA+	2.03 1.95



**Mendocino County Consolidated
Account #70006**

Holdings Report

As of 1/31/13

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
US CORPORATE									
40428HPG1	HSBC USA Inc Note 2.375% Due 2/13/2015	1,000,000.00	05/15/2012 1.89 %	1,012,780.00 1,009,473.29	103.13 0.82 %	1,031,326.00 11,083.33	0.49 % 21,852.71	A2 A+	2.04 1.97
06406HCC1	Bank of New York Callable Note Cont 1/20/15 1.2% Due 2/20/2015	366,000.00	07/17/2012 0.66 %	370,856.82 369,815.31	101.15 0.61 %	370,197.65 1,964.20	0.17 % 382.34	Aa3 A+	2.05 1.94
713448BX5	Pepsico Inc. Note 0.75% Due 3/5/2015	1,000,000.00	05/03/2012 0.70 %	1,001,450.00 1,001,071.68	100.32 0.60 %	1,003,204.00 3,041.67	0.47 % 2,132.32	Aa3 A-	2.09 2.07
191216AX8	Coca Cola Company Note 0.75% Due 3/13/2015	1,000,000.00	05/17/2012 0.64 %	1,003,080.00 1,002,313.76	100.61 0.46 %	1,006,069.00 2,875.00	0.47 % 3,755.24	Aa3 AA-	2.11 2.09
94974BEU0	Wells Fargo Corp Note 3.625% Due 4/15/2015	450,000.00	12/14/2012 0.77 %	479,529.00 477,995.03	106.11 0.82 %	477,493.65 4,803.13	0.23 % (501.38)	A2 A+	2.20 2.11
913017BY4	United Tech Corp Note 1.2% Due 6/1/2015	950,000.00	12/14/2012 0.57 %	964,516.00 963,801.57	101.47 0.56 %	964,006.80 1,900.00	0.45 % 205.23	A2 A	2.33 2.30
931142CX9	Wal-Mart Stores Note 1.5% Due 10/25/2015	975,000.00	05/10/2012 0.75 %	999,784.50 994,622.70	102.73 0.49 %	1,001,594.10 3,900.00	0.47 % 6,971.40	Aa2 AA	2.73 2.67
459200GU9	IBM Corp Note 2% Due 1/5/2016	950,000.00	05/07/2012 0.98 %	984,713.00 977,770.40	103.59 0.76 %	984,082.20 1,372.22	0.46 % 6,311.80	Aa3 AA-	2.93 2.85
46625HJA9	JP Morgan Chase Note 3.15% Due 7/5/2016	950,000.00	05/07/2012 2.12 %	988,570.00 981,781.48	105.80 1.41 %	1,005,138.00 2,161.25	0.47 % 23,356.52	A2 A	3.43 3.25
06406HBX6	Bank of New York Note 2.3% Due 7/28/2016	1,325,000.00	Various 0.93 %	1,390,154.12 1,387,193.60	104.14 1.09 %	1,379,886.80 253.95	0.65 % (7,306.80)	Aa3 A+	3.49 3.36
24422ERF8	John Deere Capital Corp Note 1.85% Due 9/15/2016	975,000.00	05/03/2012 1.27 %	999,072.75 995,002.62	102.99 1.01 %	1,004,176.88 6,814.17	0.47 % 9,174.26	A2 A	3.62 3.48
74005PBC7	Praxair Note 1.05% Due 11/7/2017	150,000.00	11/02/2012 1.06 %	149,941.50 149,944.26	99.35 1.19 %	149,017.50 367.50	0.07 % (926.76)	A2 A	4.77 4.62
Total US Corporate		42,263,000.00	0.91 %	42,850,931.62 42,788,833.39	0.49 %	42,954,301.54 144,339.70	20.24 % 165,468.15	A1 A+	1.28 1.02
US TREASURY									
912828RS1	US Treasury Note 0.25% Due 11/30/2013	1,600,000.00	05/09/2012 0.24 %	1,600,192.86 1,600,102.36	100.07 0.16 %	1,601,187.20 692.31	0.75 % 1,084.84	Aaa AA+	0.83 0.83
912828SB7	US Treasury Note 0.25% Due 1/31/2014	1,600,000.00	05/09/2012 0.25 %	1,599,880.36 1,599,930.98	100.08 0.17 %	1,601,249.60 11.05	0.75 % 1,318.62	Aaa AA+	1.00 1.00
912828QM5	US Treasury Note 1% Due 5/15/2014	1,600,000.00	05/30/2012 0.29 %	1,622,067.86 1,614,464.65	101.02 0.21 %	1,616,312.00 3,447.51	0.76 % 1,847.35	Aaa AA+	1.28 1.28
912828RG7	US Treasury Note 0.25% Due 9/15/2014	1,600,000.00	05/09/2012 0.30 %	1,598,005.36 1,598,626.07	100.03 0.23 %	1,600,436.80 1,535.91	0.75 % 1,810.73	Aaa AA+	1.62 1.61
912828RV4	US Treasury Note 0.25% Due 12/15/2014	1,600,000.00	05/10/2012 0.34 %	1,596,442.86 1,597,440.96	99.98 0.26 %	1,599,750.40 527.47	0.75 % 2,309.44	Aaa AA+	1.87 1.86
912828RZ5	US Treasury Note 0.25% Due 1/15/2015	1,600,000.00	05/10/2012 0.35 %	1,595,942.86 1,597,045.21	99.96 0.27 %	1,599,374.40 187.85	0.75 % 2,329.19	Aaa AA+	1.96 1.95



Holdings Report
As of 1/31/13

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
US TREASURY									
912828SE1	US Treasury Note 0.25% Due 2/15/2015	1,600,000.00	05/10/2012 0.36 %	1,595,130.36 1,596,412.86	99.94 0.28 %	1,599,000.00 1,847.83	0.75 % 2,587.14	Aaa AA+	2.04 2.03
912828SP6	US Treasury Note 0.375% Due 4/15/2015	2,000,000.00	Various 0.31 %	2,003,057.48 2,002,931.03	100.16 0.30 %	2,003,124.00 2,245.88	0.94 % 192.97	Aaa AA+	2.20 2.19
912828NV8	US Treasury Note 1.25% Due 8/31/2015	1,550,000.00	05/18/2012 0.45 %	1,590,147.77 1,581,561.45	102.29 0.36 %	1,585,481.05 8,242.40	0.75 % 3,919.60	Aaa AA+	2.58 2.53
912828PE4	US Treasury Note 1.25% Due 10/31/2015	1,825,000.00	Various 0.48 %	1,872,061.78 1,862,939.62	102.38 0.38 %	1,868,343.75 5,860.67	0.88 % 5,404.13	Aaa AA+	2.75 2.70
912828RF9	US Treasury Note 1% Due 8/31/2016	1,900,000.00	12/19/2012 0.51 %	1,934,221.21 1,933,131.20	101.61 0.55 %	1,930,578.60 8,082.87	0.91 % (2,552.60)	Aaa AA+	3.58 3.50
Total US Treasury		18,475,000.00	0.36 %	18,607,150.76 18,584,586.39	0.29 %	18,604,837.80 32,681.75	8.75 % 20,251.41	Aaa AA+	2.02 2.00
TOTAL PORTFOLIO									
		211,084,917.95	0.49 %	212,516,120.62 212,250,805.50	0.38 %	212,539,007.24 367,074.95	100.00 % 288,201.74	Aa2 AA	0.95 0.81
TOTAL MARKET VALUE PLUS ACCRUED				212,906,082.19					

MENDOCINO COUNTY TREASURY POOL



Roundtable Discussion

Date: **March 14, 2013**

Time: **1:00 p.m.**

Mendocino County Administration Center
501 Low Gap Road, Ukiah
Conference Room C

Items to be discussed:

- New Investment Advisor
- Economic Indicators
- Current Investment Strategy
- Investment Policy
- Interest Apportionment Rates
- Costs Associated with Treasury Pool
- Banking Services
- Any Additional Topics of Interest

All pool participants are encouraged to attend this informal roundtable discussion. Interested members of the public are also welcome to attend. If you have any questions or comments, please feel free to contact Shari Schapmire, Mendocino County Treasurer, at 234-6884.

Alan Taeger

From: EO <EO@mendolafco.org>
Sent: Thursday, February 14, 2013 11:35 AM
To: petejo@hughes.net; macs@mcn.org; jeffroy@mcn.org; ted@ted.net; ataeger@mcn.org; carolbaker0299@att.net; comptchefire@pacific.net; mvfd@mcn.org; piercy5610@yahoo.com; leggettfire@gmail.com; laytfire@mcn.org; mjb@longvalleymarket.com; covelfire@pacific.net; nancywillitsfire@sbcglobal.net; rvafd@comcast.net; bpauli@pauliranch.com; pvfd6303@gmail.com; chief@hoplandfire.org; chief6400@att.net
Subject: Municipal Service Review Interviews
Attachments: Interview Schedule - Fire Districts.pdf

To: Fire Chiefs
Board Members
Office Staff

Thank you all for your cooperation and willingness to work with us in setting up the MSR interviews.

Attached is the interview schedule.

Please verify the date and time for your District, as well as the meeting location.

Craig is looking forward to meeting with each of you.

Regards,

Bruce

p.s. If you have not yet completed your RFI No. 1, please do so.

If you need a fresh copy, let me know.

Mendocino LAFCo 2013 Fire District Municipal Service Reviews
Interview Schedule

<u>Date and Day</u>	<u>Time</u>	<u>Special District</u>
February 15 Friday	10:30 AM 2:00 PM	South Coast FPD Elk CSD
February 16 Saturday	10:00 AM 2:00 PM	Leggett Valley FPD Piercy FPD
February 17 Sunday	10:00 AM 2:00 PM	
February 18 Monday	11:00 AM 1:00 PM 4:00 PM	Little Lake FPD Redwood Valley-Calpella FPD Covelo FPD (tentative)
February 19 Tuesday	10:00 AM 1:00 PM	Comptche CSD Noyo Harbor District
February 20 Wednesday	10:00 AM 2:00 PM 6:00 PM	Albion-Little River FPD City of Point Arena MSR City of Ukiah SOI
February 21 Thursday	2:00 PM 4:00 PM	Hopland FPD Potter Valley CSD
February 22 Friday	10:00 AM 2:00 PM	Long Valley (Laytonville) FPD
Others: March		Mendocino FPD

Pairings and Locations

<u>District</u>	<u>Site Address</u>
South Coast FPD Elk CSD	39215 Church Street Gualala End of Louisa Street Elk
Leggett Valley FPD Piercy FPD	65550 South Drive Thru Tree Road Leggett 80401 California 271 Piercy
Little Lake FPD Redwood Valley-Calpella FPD Covelo FPD	74 East Commercial Street Willits 8481 E Road Redwood Valley 75900 California 162 Covelo
Comptche CSD	8491 Flynn Creek Road Comptche
Albion-Little River FPD	Albion Road, behind Albion Grocery Albion
Hopland FPD Potter Valley CSD	21 Feliz Creek Road Hopland 10521 Main Street Potter Valley
Long Valley (Laytonville) FPD	44954 Willis Avenue Laytonville

**Draft Chart of the Duties of the Members of the Board of Directors of the Albion Little River Fire Protection District
for discussion/revision/adoption at the February 14, 2013 regular business meeting**

DIRECTOR	DUTIES
President (Alan)	<p>Plan, schedule, and preside at all board meetings.</p> <p>Prepare agenda for all meetings in cooperation with secretary.</p> <p>Designate an interim chair-person to serve during absence.</p> <p>Appoint district fiscal officer.</p> <p>Appoint standing and ad hoc committees.</p> <p>Determine whether to place a public request item on agenda.</p> <p>Perform duties as community liason, including communication with media and public; coordination of fundraising and fundraisers.</p> <p>Receive and respond to district correspondence not otherwise directed and prepare a monthly correspondence report.</p>
Vice President (Rich)	<p>Serve as interim president if no interim president is appointed.</p> <p>Coordinate vehicle issues - acquisition, disposal, licencing.</p> <p>Coordinate insurance matters - liability, worker's comp., vehicle and property.</p> <p>Oversee vehicle and property maintenance.</p>
Secretary (Scott)	<p>Prepare agendas for all meetings in cooperation with president.</p> <p>Preside at board meetings if president and vice president absent.</p> <p>Sign attestation to ordinances, resolutions, and appointments.</p> <p>Oversee board clerk's activities and communications.</p> <p>County clerk-recorder contact person.</p>
Fiscal Officer (Ken)	<p>Coordinate budget development with the chief, firefighters, and members of the board.</p> <p>Forecast, review, manage and report budget.</p> <p>Oversee bookkeeper's activities and communications, including accounts payable, IRS and EDD reporting for employees and contractors.</p> <p>Receive and review monthly bookkeeper's reports for completion and accuracy.</p> <p>Provide verified budget reports and financial statements for the monthly business meeting.</p> <p>Receive and respond to communications and correspondence regarding district fiscal inquiries.</p> <p>Coordinate, oversee bi-annual independent audit.</p> <p>County auditor contact person.</p>
Board Member 5 (Ed)	<p>Coordinate facilities use.</p> <p>Oversee/review special parcel tax.</p> <p>County tax collector contact person.</p> <p>Coordinate/oversee Station 811 building project.</p>
Board Clerk (\$9K-\$11K /yr) [proposed]	<p>Print and post agendas for all meetings.</p> <p>Assist president and secretary collect, collate, distribute necessary meeting materials to board members a minimum of 72 hours before meetings.</p> <p>Provide printed agenda and other necessary materials (board packet) for board members, firefighters, and the public at meetings.</p> <p>Record, prepare and post meeting minutes.</p> <p>Prepare attestation to ordinances, resolutions and appointments.</p> <p>Update district files, manuals and records.</p> <p>Monitor and coordinate board member legal compliance [membership certification; ethics, Brown Act, and harrassment training; conflict of interest statements (Form 700); etc.].</p> <p>Monitor and coordinate board members election, terms of office, resignations and appointments with candidates, board members and county elections office.</p> <p>Publish and post appropriate legal notices.</p>
Bookkeeper	<p>Retrieve mail from district PO Box, distribute to proper recipient's mail box at Station 810, notify recipient of items to be attended to.</p> <p>Receive approved invoices and statements, confirm accuracy of assigned budget category and budget compliance, write checks and post payment as required.</p> <p>Receive and record financial donations to the district, record donor information, prepare and send thank you note/receipt response, prepare monthly donations report.</p>

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING MINUTES**

Thursday, February 14, 2013, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-8:00pm: Commence 7:04pm

1. Fire department operations meeting.

a. Roll call.

Board Members: Rich Riley, Scott Roat, Alan Taeger, Ken Matheson; Ed Petrykowski absent

Firefighters: Firefighters: Chief Ted Williams, Brad Montgomery, Scott Roat, Sam Levine, Marshall Brown, John Oakley, Erica Geer, Harold Searles, Tim Gitchel, Guy Casey, Josh Smith, Jeff Anderson, Margaret Harris; (nine members attending EMT training)

Guests: Athena Anderson, Lisa Montgomery + child

b. Chief's Report: See attached.

- Athena wants to strengthen relationship between The Woods and fire department, planning upcoming walkthrough
- discussion of benefits/faults of BLS ambulance service, Sam to develop 3-5 year financial plan

c. Review and discussion of chief's report.

d. Other fire department business.

- debrief of carbon monoxide call, SOGs, addl training
- discussed introducing "floating" identifier for incidents
- med items inventoried
- merits of BBQ and how to handle revisited; BBQ committee proposed
- Rich Riley attended car club meeting of North Coast Rodders on 2/12 to discuss possibilities of incorporating car show with BBQ event; to be explored as future possibility
- Guy Casey recommended course offered by Mendocino Fire on Code 2 driving on emergency response

e. Adjournment: 8:00pm

2. Board of Directors business meeting call to order and determination of a quorum:

Call to order by President Alan Taeger.

Board Members present: Rich Riley, Scott Roat, Ken Matheson; Ed Petrykowski absent

Commencement: 8:10pm

3. Public communication to the Board: None presented.

4. Items for Board consideration and possible action:

a. Fire department personnel: Jeff Anderson presented by Chief Ted Williams for probationary firefighter status; Board Members accepted nomination 4-0 in favor.

b. FY 2012-2013 budget review and revision: No changes.

c. Procurement policy revisions: Procurement policy revisions reviewed, to be voted on at March 14th regular meeting.

d. Bylaws revisions: Bylaws revisions presented for adoption and reviewed, to be voted on at March 14th regular meeting.

e. Increase in Bookkeeper tasks: The board will continue to review district bookkeeper duties. Katya will possibly stay on as bookkeeper. Financial meeting with Katya, Ken and Ted to be scheduled.

f. Board Clerk: Rich moved to adopt a board clerk position, Ken seconds. Vote 4-0 in favor. Position announcement language reviewed and discussed; minor changes made for clarity.

5. Previous meeting minutes: On the March 14th regular meeting the December 13th regular and 12th special meeting minutes to be revisited and re-approved; January 10th regular and 23rd special meeting minutes be reviewed and approved.

6. Board Correspondence:

- GSMRA loss incentive program
- Alan Taeger proffers resignation, effective date 2.28.13
- Alan to transfer all material, files, etc to existing Board members
- addl Bown Act training available by Tom Parker, County Counsel on March 4th
- see attached list for additional correspondence

7. Financial report:

- Financial report distributed to Board members.
- Transition discussed; all reports, backups to be turned over to Board as part of Taeger resignation.
- No changes

8. Committee reports:

a. New fire station committee. Welty OKd plans and in hands of draftsman, encroachment permit renewed; as part of multiple bid process, John Shandel submitted \$21,000 estimate to asphalt front driveway and parking area for Station 811; will pursue additional vendors to bid project.

9. Directors' discussion:

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

a. Duties of board members.

- List of duties distribution from prior month's meeting still under review.

b. LAFCO Municipal Service Review.

- notice of review to occur on the 20th.

c. Discussion of AB2298 impact on District /Firefighter response and liability

- Driver's Insurance and District Liability

- insurance coverage triggered at moment pager goes off

- proof of personal insurance policy and driver's license a minimum requirement for all members

- Topic to be revisited at next regular meeting

10. Next scheduled regular business meeting: Thursday, March 14, 2013, 7:00 pm.

11. Adjournment: 10:30pm

Fire Chief's Report, 14 February, 2013, by Ted Williams

- **Applications received**

- Ben Feinburgh (approved, subject to board review)
- Jeff Anderson (approved, subject to board review)

- **Resignations**

- Dave Ayster (moved out of district, all equipment returned)
- Adam Matthews (unable to meet minimum attendance, Adam committed to returning all district equipment by 02/14/2013)

- **Incident Log**

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, January 10th and today, February 14th, we were dispatched and responded to eighteen incidents consisting of 14 medical aids, 2 traffic collision and 1 propane / hazard condition, 1 structure fire (mutual aid, Mendocino), 1 suspected carbon monoxide structure extrication.

- **2013000319 01/12/2013 11:28**

- MEDICAL, ALPHA; 4340 N HWY 1 ,LITR
- Ted Williams
- Andrea Pennebaker
- Jaime Placido (staged at work party)
- Brad Montgomery (staged at work party)
- Steve Wolfe (staged at work party)
- Debbie Wolfe (staged at work party)
- Marshall Brown
- Scott Roat
- Margaret Harris
- cancelled incoming
- Guy Casey cancelled
- Sam Levine (8130) cancelled

- **2013000338 01/13/2013 11:38**

- MEDICAL, CHARLIE; 3201 ALBION RIDGE RD ,ALBI
- Ted Williams (8130)
- Jaime Placido
- Marshall Brown (IC)
- Guy Casey
- Brad Montgomery
- Emily Scott
- John Crowningshield
- Andrew Crowningshield
- Andrea Pennebaker (Med Group)
- cancelled incoming

- **2013000379 01/15/13 23:17**

- MEDICAL, ALPHA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
- Guy Casey (Med Group)
- Margaret Harris
- Andrew Crowningshield (R8132)
- John Crowningshield

- Ted Williams
- Marshall Brown
- Scott Roat
- Jamie Placido (Canceled)
- Brad Montgomery (E8165)
- Canceled Incoming
- **2013000384 1/16/13 04:47**
 - Hazardous condition propane; 32900 Middle Ridge Road
 - Ted Williams
 - Marshall Brown (8162)
 - Jaime Placido
 - Margaret Harris
 - Brad Montgomery (8163)
 - Michael Rees (8131)
 - Canceled Incoming...
 - Guy Casey Canceled
 - John Oakley
- **2013000426 1/16/13 17:50**
 - MEDICAL, DELTA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Guy Casey (R8130 MedGroup)
 - Andrew Crowningshield (R8132)
 - Ted Williams (IC)
 - John Crowningshield
 - Jaime Placido
 - Cancelled Incoming
 - Brad Montgomery (E8165)
 - Margaret Harris
 - Scott Roat
 - John Oakley
- **2013000479 1/18/13 21:18**
 - Medical Delta 43300 Little River Airport RD. Lodge
 - Sam Levine (IC, MedGrp)
 - Margaret Harris
 - Scott Roat
 - Ted Williams
 - Andrew Crowningshield (8132)
 - Brad Montgomery (8130)
 - Emily Scott
 - Guy Casey
 - Marshal Brown
 - John Oakley
- **2013000487 1/19/13 13:08**
 - Mutual Aid to Mendocino Fire- residential structure fire
 - 40901 Comptche-Ukiah Road
 - Marshal Brown (8162)
 - Ted Williams
 - Andrew Crowningshield
 - John Crowningshield
 - Brad Montgomery (8192)
 - Jaime Placido
 - Andrea Pennebaker
 - Michael Rees (8131)
 - Tim Gitche
 - Guy Casey
 - John Oakley
- **2013000550 1/22/13 14:02**
 - MEDICAL, BRAVO; 49350 ANDIRON RD, LITTLE RIVER
 - Guy Casey (R8132)
 - Ted Williams

- Michael Rees
 - Sam Levine (Medgroup)
 - Scott Roat (IC)
- **2013000615 01/26/2013 14:28**
 - MEDICAL, ALPHA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR space 31
 - Brad Montgomery (IC, 8132)
 - Sam Levine (Med Grp)
 - Jeff Anderson
 - Ted Williams
 - Marshall Brown
 - Guy Casey
 - cancelled incoming
- **2013000619 01/26/2013 1639**
 - MEDICAL, BRAVO
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR, space 31
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Ted Williams
 - Guy Casey
 - Jason Hendricks (8130)
 - Marshall Brown
 - Scott Roat
 - cancelled incoming
- **2013000638 01/27/2013 1424**
 - MEDICAL, DELTA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE ,LITR
 - Mendocino Fire dispatched by mistake; HF corrected
 - Incident upgraded from Charlie to Delta on second dispatch
 - Ted Williams
 - Scott Roat
 - Sam Levine (Med Grp)
 - John Crowningshield (8132)
 - Guy Casey
 - Marshall Brown (IC)
 - Jeff Anderson
 - Cancelled incoming
 - Jason Hendricks
- **2013000638 01/28/13 03:06**
 - MEDICAL, ALPHA, 30300 NAVARRO RIDGE RD
 - Guy Casey (R8130 MedGroup)
 - Ted Williams (IC)
 - Marshall Brown
 - John Crowningshield
 - Jeff Anderson
 - Michael Rees
 - Brad Montgomery
 - Jaime Placido
 - Andrea Pennebaker
- **2013000804 02/02/13 22:24**
 - MEDICAL/TC, ALBION LITTLE RIVER RD/LITTLE RIVER AIRPORT RD, LTR
 - Vehicle Abandoned, Driver Contacted & AMA
 - Ted Williams 8162
 - Tim Gitchel
 - Brad Montgomery 8130 (IC)
 - Jason Hendricks
 - Margaret Harris
 - Andrea Pennebaker
 - Sam Levine (cancelled)

- **2013000810 02/03/13 08:44**
 - MEDICAL, CHARLIE,
 - LITR, THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Brad Montgomery
 - Andrea Pennebaker
 - Margaret Harris
 - Jaime Placido 8132
 - Ted Williams (cancelled)
- **2013000996 02/09/13 08:50**
 - MEDICAL, CHARLIE,
 - LITR, THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Brad Montgomery
 - Andrea Pennebaker
 - Margaret Harris
 - Jaime Placido
 - Ted Williams
 - Marshall Brown (8130?)
 - Guy Casey (8165)
 - Tim Gitchel
- **2013001044 2/11/13 13:13**
 - Med Alpha 44635 LR Airport rd.
 - Brad Montgomery (IC)
 - Sam Levine (medgroup)
 - Ted Williams
 - Guy Casey
 - John Oakley (8130)
 - Joe Goforth (cancelled)
 - Jeff Anderson
 - Cancelled incoming
- **2013001050 2/11/13 16:18**
 - Med Bravo/interior search and rescue
 - Ted Williams (IC)
 - Guy Casey (8130 MedGroup)
 - Brad Montgomery (8162)
 - Marshall Brown
 - Debbi Wolfe
 - Steve Wolfe
 - Scott Roat
 - Jeff Anderson
 - Michael Rees
 - Joe Goforth
 - Josh Smith
 - Jason Hendricks (cancelled)
 - Cancelled incoming
- **NO MEU 02/12/2013 21:15**
 - Commercial structure fire, Healdsburg
 - Scott Roat
- **2013001104 2/13/13 21:28**
 - Med Delta 43300 LR Airport Rd. Lodge
 - Jeff Anderson
 - Sam Levine
 - Jaime Placido
 - Ted Williams
 - Guy Casey (8130)
 - Margaret Harris

- Brad Montgomery
- Marshal Brown (8132)
- Josh Smith
- Scott Roat
- Cancelled incoming
- **2013001105 2/14/13 12:24**
 - Traffic collision Albion Ridge Rd. 3 miles east of Middle Ridge Rd
 - Andrea Pennebaker
 - Josh Smith
 - Marshal Brown (IC)
 - Ted Williams (8162)
 - John Oakley (8130)
 - Margaret Harris
 - Michael Rees (8131-cancelled)
 - Jaime Placido
 - Brad Montgomery
 - Joe Goforth
 - Tim Gitchel
 - Guy Casey
 - Cancelled incoming

Training Completed:

- **01/10/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Micheal Rees, Emily Scott, Debbi Wolfe
- **01/12/2013 – Station 813 Cleanup – Station 813 ALRFPD**
 - Marshall Brown, Margaret Harris, Sam Levine, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Ted Williams, Debbi Wolfe, Steve Wolfe
- **01/15/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbie Wolfe.
- **01/17/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Pennebaker, Jaime Placido, Michael Rees
- **01/17/2013 – Traffic Operations – Scott Roat – Station 810 ALRFPD (2 Hours)**
 - Jeff Anderson, Michael Brown, Margaret Harris, Brad Montgomery, Scott Roat, Ted Williams, Steve Wolfe
- **01/19/2013 – ALRFPD Water Rescue – Tim Gitchel – Station 810 ALRFPD**
 - Marshall Brown, Tim Gitchel, Andrea Pennebaker, Harolde Searles
- **01/22/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **01/24/2013 – SCBA Intro – Marshall Brown – Station 810 ALRFPD**
 - Jeff Anderson, Marshall Brown, Ben Feinburgh, Tim Gitchel, Brad Montgomery, Scott Roat, Harolde Searles, Josh Smith, Ted Williams
- **01/24/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **01/29/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott
- **01/31/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott
- **01/31/2013 – SCBA RIC Intro – Brown, Gitchel. - Station 811 ALRFPD**
 - Jeff Anderson, Marshall Brown, Tim Gitchel, Brad Montgomery, Scott Roat, Josh Smith, Ted Williams
- **02/02/2013 – ALRFPD Water Rescue – Tim Gitchel – Station 810 ALRFPD**
 - Jeff Anderson, Marshall Brown, Tim Gitchel, Andrea Pennebaker
- **02/05/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **02/07/2013 - EMT Class - Station 840 MVFD (4 Hours)**

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
 - **02/07/2013 – SCBA RIC Drills – Brown, Peakall, Gitchel - Station 811**
 - Jeff Anderson, Marshall Brown, Ben Feinburgh, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Brad Montgomery, Jonathan Peakall, Scott Roat, Josh Smith, Ted Williams, Steve Wolfe
 - **02/09/2013 - SCBA RIC Drills - Brown, A. Crowningshield, Gitchel - 811 (7 hours)**
 - Jeff Anderson, Marshall Brown, Guy Casey, Andrew Crowningshield, Ben Feinburgh, Tim Gitchel, Joe Goforth, Sam Levine, Brad Montgomery, John Oakley, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Harolde Searles, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe
 - **02/12/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Awaiting Numbers from Guy.
- **Development**
 - SCBA compressor final assembly and testing completed. The compressor has been put to use at two training sessions.
- **Station Maintenance**
 - Firefighters cleaned station 813 of all trash (approximately two pickup truck loads) and building construction supplies, leveled gravel floor, cleaned roof of tree debris, limbed overhanging trees, graded road with box scraper and spread gravel.
 - Custom blinds purchased and installed at station 811 (Brad)
 - Lights at 812 fixed (Sam)
 - Security light bulbs replaced at 811
 - Station (small engine) fuel has been replenished
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Plumbing parts for fixing the inlet side of 8165 have been acquired, but it is on back burner behind SCBA compressor mounting project. The plumbing will use welded fittings for smoother flow and perfected fit up. It will use 2" schedule 40 mild steel "black pipe".
 - **Rescue 8132**
 - Ignition switch replaced, fuel tank selector switch repaired, missing belt replaced.
 - **Jet Ski**
 - Out of service: Jet impeller is loose, rattling and unable to produce adequate thrust. Repair estimate not yet available.
 - **Rescue 8130 / Rescue 8132:**
 - 8130 and 8132 will be swapped shortly to put 8132 on Albion Ridge for compressor and scene lighting installation.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING FEBRUARY 14, 2013
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

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|---------|---|
| 1/14/13 | District received a package from Golden State Risk Management Authority by USPS containing the 2012 annual member report. |
| 1/17/13 | Alan received a letter from Katrina Bartolomie, assistant registrar of voters, with a list of helpful hints regarding the November 2013 Special District Election. |
| 1/22/13 | District received an email from Shari Schapmire, county treasurer, with attached quarterly investment report for period ending December, 31, 2012 and attached Mendocino County Statement of Investment Policy. |
| 1/25/13 | District received package from county planning and building department with coastal development use permit application for a cell tower near hwy 1 1.1 miles south of Albion. |
| 1/31/13 | District received a letter from Linda Slaughter of Athens Administrators with request for CAL/OSHA Form 300A logs. |
| 2/1/13 | District received an email from Jennifer Peters of Golden State Risk Management Authority with an invitation to participate in their Loss Prevention Incentive Program. |
| 2/3/13 | District received a thank you letter from Hal and Sidra Stone by USPS with an enclosed donation of \$100.00. |

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- 2/5/13 District received an email from Shari Schapmire, county treasurer, with attached announcement of a county tax pool roundtable discussion group meeting to be held March 14, 2013 at the Mendocino County Administration Center and attached latest version of supervisor approved county investment policy.
- 2/6/13 District received an email from Kim McGeoghegan from Golden State Risk Management Authority with an attached memo regarding AB2298 (firefighter accident liability).
- 2/6/13 Alan received an email from Bruce Baracco, executive officer of Mendocino LAFCO, with a request to schedule Municipal Service Review interviews with our district and other fire districts in the area.
- 2/7/13 Ted received an email from Dan Grebil, chief of the Mendocino County Fire Chiefs Association, with an announcement of the Fire Districts Association of California annual conference to be held in Napa April 4-6, 2013.
- 2/8/13 Alan received a letter from California Special Districts Association by USPS with appreciation for the district's participation in their Purchasing Card Program. A rebate check in the amount of \$365.89 was enclosed.
- 2/8/13 District received a letter from county planning and building services by USPS with an announcement of a Brown Act and Ethics Training class offered by Tom Parker, county counsel, to be held March 4, 2013 at the Mendocino Community Center. RSVP
- 2/11/13 District received an email from Katya announcing her resignation as district bookkeeper.
- 2/12/13 Scott received an email from Joe Gambetta with a comment on a Press Democrat article about a call in Albion.
- 2/13/13 Alan sent an email to the board and firefighters with a letter of resignation from the board of directors attached.
- 2/13/13 District received an email from Timothy Hallman of the county auditor's office with 2012-2013 Form 700 conflict of interest documents.
- 2/13/13 Alan received an email from Joe Gambetta with an opinion regarding his resignation from the board.
- 2/14/13 District received email from Shari Schapmire, county treasurer, with attached quarterly investment report for month ending January 31, 2013 and attached notice of roundtable discussion group meeting to be held March 14, 2013 at the Mendocino County Administration Center.
- 2/14/13 District received an email from Bruce Baracco, executive officer of LAFCO with an attached schedule for Municipal Service Review interviews.